DOCUMENT RESUME

ED 193 434 CE 026 479

AUTHOR	Marinelli, Diane, Ed.
TITLE	Survival Skills Units: Consumer Economics, Occupational Knowledge, Health, Government and Law.
INSTITUTION	Northern Illinois Univ., De Kalb.
SPONS AGENCY	Illinois State Office of Education, Springfield. Adult and Continuing Education Section.
PUB DATE	79
NOTE	570p.: Some pages will not reproduce well due to light print.
AVAILABLE FROM	Curriculum Publications Clearinghouse, Horrabin Hall 46, Western Illinois University, Macomb, IL 61455 ($17.00)
EDRS PRICE	MF02/PC23 Plus Postage.
DESCRIPTORS	*Adult Basic Education; Child Rearing; Community Health Services; *Consumer Economics; Contraception; Crime; Employment Interviews; First Aid; *Government (Administrative Body); *Health; Job Application; *Job Skills; *Laws; Learning Activities; Nutrition; Voting
IDENTIFIERS	Driver Licensing; *Life Skills

ABSTRACT

These eighteen Survival Skills units are intended to provide the adult basic education student with life skills information, new vocabulary, and reading practice at a readability level of 3.0 to 6.0. It is suggested that they be used only under an instructor's direction and that specialized vocabulary may need to be pre-taught. Each unit is considered an introduction to a life skills topic and not a comprehensive treatment. There are four major areas of survival skills considered with various topics addressed in units within these areas: (1) consumer economics (budgeting, income tax: filing the 1040A, renting an apartment, buying a used car), (2) occupational knowledge (job leads, job applications and interviews, job skills), (3) health (community health services, birth control, parenting skills, first aid, nutrition), and (4) government and law (law, crimes, federal government, state and local government, voting, getting a driver's license). Units contain informative materials, activities and exercises, and sample forms. An instructor's guide containing answer keys to all activities is provided. (YLB)

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SURVIVAL SKILLS UNITS

Consumer Economics
Occupational Knowledge
Health
Government and Law

U S DEPARTMENT OF HEALTH.
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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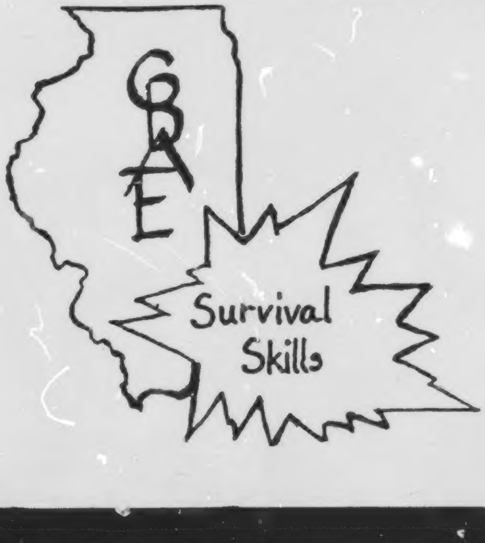
Acknowledgments

The Special Project for Professional Development in Competency-Based Adult Education (CBAE), sponsored by Northern Illinois University and funded through the Adult and Continuing Education Section of the Illinois Office of Education under the provisions of Section 306(A)(4) of the Federal Adult Education Act, P.L. 91-230 as amended, undertook among its goals to facilitate the dissemination of materials for life skills instruction within the state. In keeping with this objective, the project has provided that the materials included in this package be prepared for printing and dissemination.

These Survival Skills Units were developed by staff members of the Urbana School District Adult Education Program as part of Project Survival Skills, under the direction of John Garth. I wish to thank Sue Garton, Kathleen A. Rizzo, Linda E. Schmidt, and Dorothea B. Stevens of the Urbana staff for their fine work in writing these life skills units at a low readability level and Helen Smith for her illustrations.

Finally, I appreciate the work of Linda E. Schmidt, who edited the units in preparation for this printing.

The facts and opinions expressed herein are those of the writers and do not necessarily reflect those of the United States Office of Education or the Illinois Office of Education.



Diane Marinelli
Special Project for Professional
Development in Competency-Based
Adult Education
Springfield, Illinois 62777
1979

Note to the Instructor

The eighteen Survival Skills Units are intended to provide the adult basic education student with life skills information, new vocabulary, and reading practice at a readability level of 3.0 to 6.0. It is suggested that they be used only under an instructor's direction and that specialized vocabulary may need to be pre-taught. Each unit is to be considered an introduction to a life skills topic and not a comprehensive treatment.

Linda E. Schmidt
Editor

SURVIVAL SKILLS

CONSUMER ECONOMICS UNITS

Budgeting
Income Tax: Filing the 1040A
Renting an Apartment
Buying a Used Car

Donald F. Muirheid, Chairman
State Board of Education

Joseph M. Cronin
State Superintendent of Education

BUDGETING

WEEKLY BUDGET

Income ____
Expenses ____
Food ____
Housing ____
Utilities ____
Medical ____
Transportation ____
Other ____

BY DOROTHEA B. STEVENS

PROJECT SURVIVAL SKILLS

INTRODUCTION

A budget is a plan for handling your money. Most budgets include two kinds of things. One of these is fixed expenses(ex-pens-es). Fixed expenses do not change. Flexible (flex-i-ble) expenses are the second kind of thing. Flexible expenses are expenses that change. Some people also include money they want to save in a budget. A budget can help you see what expenses you have. It can also show you where your money is going.

You must be honest with yourself. A budget will not work unless you are honest. This means you may only write down money you know you have. You cannot say you have more money than you really make. You must also write down all costs or expenses you must pay.

This unit will help you plan a budget for a month. Remember that a budget is only a money plan for a certain amount of time. What if your budget doesn't work? You may want to plan a new budget. The goal for budgeting is simple. Plan expenses so that the money goes where you want it to go.

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MONEY GOALS

Below is a list of things many people spend money on. You may have more items. Add your items to the list. List the 10 items that are the most important to you. List the most important first. List the least important last.

food
clothing
rent or house payment
insurance (in-sur-ance)
transportation
    (trans-por-ta-tion)
recreation (rec-re-a-tion)
furniture (fur-ni-ture)
telephone (tel-e-phone)
utilities (u-til-i-ty)

education (ed-u-ca-tion)
books/magazines (mag-a-zines)
newspaper (news-pa-per)
appliances (ap-pli-anc-es)
health (doctor, dentist)
gifts (Christmas, birthday)
vacation (va-ca-tion)
babysitter (ba-by-sit-ter)
housekeeper (house-keep-er)

List your 10 items. (Most important to least important.)

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

MONEY GOALS

Where do you spend money? (bills, etc.)

Where would you like to spend money?

All of us have different ideas about money. Money is important to all of us. But it usually is important for different reasons. Below is a list of values about money. Pick 3 values you have about money. Write them on the chart. Also answer the two questions about these values.

1. saving money
2. spending money
3. loaning money to friends
4. donating money to charity
5. investing money
6. paying off debts
7. using credit
8. borrowing money
9. making money
10. other

THIS IS IMPORTANT TO ME	WHAT DO I DO ABOUT IT NOW?	WHAT COULD I THINK ABOUT DOING?
1.		
2.		
3.		

Fixed and Flexible

You have two types of expenses (costs), fixed and flexible. Fixed expenses are set and you have to pay them regularly. Examples of fixed expenses are: rent, taxes, utilities, transportation, installment payments, etc.

Flexible expenses are changing costs. Examples of flexible expenses are: food, clothing, gifts, gasoline, auto repair, health, entertainment, etc.

1. What are your fixed expenses?

2. What are your flexible expenses?

MARY'S BUDGET

Fill out the budget sheet for Mary using the list of her expenses.

Mary works as a salesperson at Goldblatts and makes $500 a month.

Income: $500/month

Fixed Expenses

rent	$100
education	70
car	50
insurance	15
credit payments	25
savings	50
	$ 310

Flexible Expenses

food	$ 60
utilities (gas, water, electricity)	15
phone	9
clothing	25
personal	5
health	10
recreation	10
gas	10
reading materials	15
household items	25
gifts and other	60
	$ 244

MARY'S BUDGET

BUDGET SHEET	Budget	Revised Budget
INCOME (Take home pay only)		
other income		
Total Income		
Expenses		
Rent		
Food		
Transportation		
Gas		
Utilities		
Phone		
Insurance		
Health		
Credit Payments		
Education		
Reading Materials		
Other		
Savings		
Total		

Is Mary living within her income? Are her expenses more or less than her income? Revise (redo) Mary's budget so she can live within her income.

BUDGET PLAN

MONTHLY INCOME	600	00	AMT. AFTER FIXED	205	00	AMT. AFTER FIXED + FLEX.	60	00
FIXED EXPENSES			**FLEXIBLE EXPENSES**			**UNEXPECTED EXP.**		
Rent	200	00	Food	85	00	Dr's visit	10	00
Utilities	50	00	Phone	30	00	Book for school	5	00
Car Payment	100	00	Clothes	20	00			
Insurance	20	00	Recreation	10	00			
Credit Card	25	00						
TOTAL	395	00	TOTAL	145	00	TOTAL	15	00
SUBTRACT TOTAL FROM INCOME AT TOP			SUBTRACT TOTAL FROM AMOUNT LEFT AFTER FIXED EXPENSES			SUBTRACT TOTAL FROM AMOUNT LEFT AFTER FIXED AND FLEXIBLE EXPENSES		
AMOUNT AFTER FIXED	205	00	AMOUNT LEFT AFTER FIXED + FLEXIBLE	60	00	AMOUNT LEFT AT END OF MONTH	45	00

Denny's Budget

DENNY'S BUDGET

1. What are Denny's fixed expenses?

2. What are Denny's flexible expenses?

3. How much money does Denny have at the end of the month?

4. On the next page is a blank budget sheet. Fill this in using your income and expenses. If you do not have an income, use $600. as your monthly income. Discuss your budget plan with your instructor.

BUDGET PLAN

MONTHLY INCOME			AMT. AFTER FIXED			AMT. AFTER FIXED + FLEX.		
FIXED EXPENSES			FLEXIBLE EXPENSES			UNEXPECTED EXP.		
TOTAL			TOTAL			TOTAL		
SUBTRACT TOTAL FROM INCOME AT TOP			SUBTRACT TOTAL FROM AMOUNT LEFT AFTER FIXED EXPENSES			SUBTRACT TOTAL FROM AMOUNT LEFT AFTER FIXED AND FLEXIBLE EXPENSES		
AMOUNT AFTER FIXED			AMOUNT LEFT AFTER FIXED + FLEXIBLE			AMOUNT LEFT AT END OF MONTH		

YOUR BUDGET PLAN

Do you have money left over for savings and emergencies?

Are you living within your income?

Do you need to revise your budget?

Where could you spend less money?

Do you think your budget will work?

TEST YOURSELF

I. What is a budget?

II. What is the difference between fixed and flexible expenses?

III. What items should be on a budget?
(List at least 5)

SOURCES USED

"Money Management" *The Contemporary Consumer Series*. Gregg and Community College Division/McGraw-Hill Book Company. New York, 1975.

"Money Management." APL Curriculum/Project Choice. Urbana School District 116, Urbana, IL. 1976.

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Smith, Helen H. (Teacher Aide) Urbana School District #116. Front Illustration. Urbana, ILLinois, 1978.

EDUCATION IS A LIFELONG PROCESS
URBANA SCHOOL DISTRICT 116
ADULT EDUCATION PROGRAM

INCOME TAX:
filing the 1040A

Tax Table A—SINGLE (Box 1)

Tax Table D—HEAD OF HOUSEHOLD (Box 4)

Tax Table B—MARRIED FILING JOINTLY (Box 2) and
ued) QUALIFYING WIDOW(ER)S (Box 5)

Tax Table C—MARRIED FILING SEPARATELY (Box 3)

pSs

BY DOROTHEA B. STEVENS

PROJECT SURVIVAL SKILLS

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INTRODUCTION

We all complain about taxes. We would have more money without taxes. There are lots of taxes. There are sales tax, local tax, State tax, and income tax.

Taxes aren't all bad. Taxes buy us services. The park system is a service. So are schools, roads, and fire departments. Other services are medicare, medicaid, and social security. All of these are paid for by taxes.

What is the largest tax? It is the federal income tax (F.I.T.). You pay this money to the federal government. Whenever you work money is taken out of your check. It goes for F.I.T.

Are you going to start a new job? One thing you will do is fill out a W-4 form. It is a withholding form. Withhold means take out. A withholding form lets you decide in part how much will be taken out of your check. This money is taken out for F.I.T.

DEFINITIONS 2
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SAMPLE MATH PROBLEMS. 9
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TAX TABLES. 12
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DEFINITIONS

Ask your instructor for help if you do not understand some of the underlined words.

Before you start your tax return you must choose a filing status. Status means the state of things. There are many. There may be several you could choose. You must choose one.

A person living alone files a single return. This is one filing status. Are you married? You could file a joint return. It is filed by a married couple. Joint means together. Married people can also file a married filing separately return. Sometimes this will save you money.

Are you a widow/widower? You may choose to file a head of household return. Notice the underlined words above. They are examples of filing status.

Gross income is the total amount you earn. You will not be paid this amount. Your employer will take out taxes and other deductions. The amount of your check is called net income.

Your spouse is the person you're married to. It means husband or wife. Your children depend on you for support. They are your dependents (de-pen-dents). You will get exemptions (ex-emp-tions) on your tax return. You get exemptions for your dependents. This means you get credit for having to support them. You will not have to pay as much. People with fewer deductions than you must pay more.

The 1040 A form uses a standard deduction. This is a set amount that you deduct. It changes with the number of dependents you have. Sometimes you have to itemize (i-tem-ize) deductions. This means list each one in detail. Did you use a standard deduction? Then you can't itemize. You must do one or the other.

There are abbreviations (ab-bre-vi-a-tions) on the W-2 form. You must know them. FIT stands for federal income tax. SIT means state income tax. FICA stands for Social Security (se-cur-i-ty). FICA is a pension (pen-sion) fund. Pension is money you will get when you retire.

You must sign the tax form. There is a space at the bottom. Put your signature (sig-na-ture) there. Your signature is when you write your name.

Income is the money you earn. This is also called wages. Your employer is your boss. He/she pays your wages. You are an employee of this person. Your employer must send you a W-2 form. He/she sends it by the end of January.

The 1040 A form has an instruction (in-struc-tion) booklet. It tells you how to fill out the 1040 A form. It has tax tables. These are charts. They show how much you owe. The federal government makes tax booklets. They send them to you every January. The Internal Revenue Service collects federal income taxes. It is often called the IRS.

Do you pay taxes? Then you are a taxpayer (tax-pay-er). All people who pay taxes are taxpayers. They must file by April 15.

Are you late? Then you must pay a late fee. Some people get money back from their taxes. This is called a refund. Do you expect a refund? Then it's smart to file early.

On the next page is a matching exercise. The information you just read should help you. Try to find the right words to solve the puzzle. Ask your instructor for help if you have any trouble.

MATCHING

Look at the word on the left. Find the meaning on the right. Put the letter of the meaning in the blank next to the word.

_____tax tables

_____refund

_____itemize

_____income

_____F.I.T.

_____employer

_____single

_____exemptions

_____filing status

a. Federal Income Tax

b. You must choose this before you fill out your tax return.

c. Money you get back from your taxes.

d. The person who pays the wages.

e. Listing each deduction.

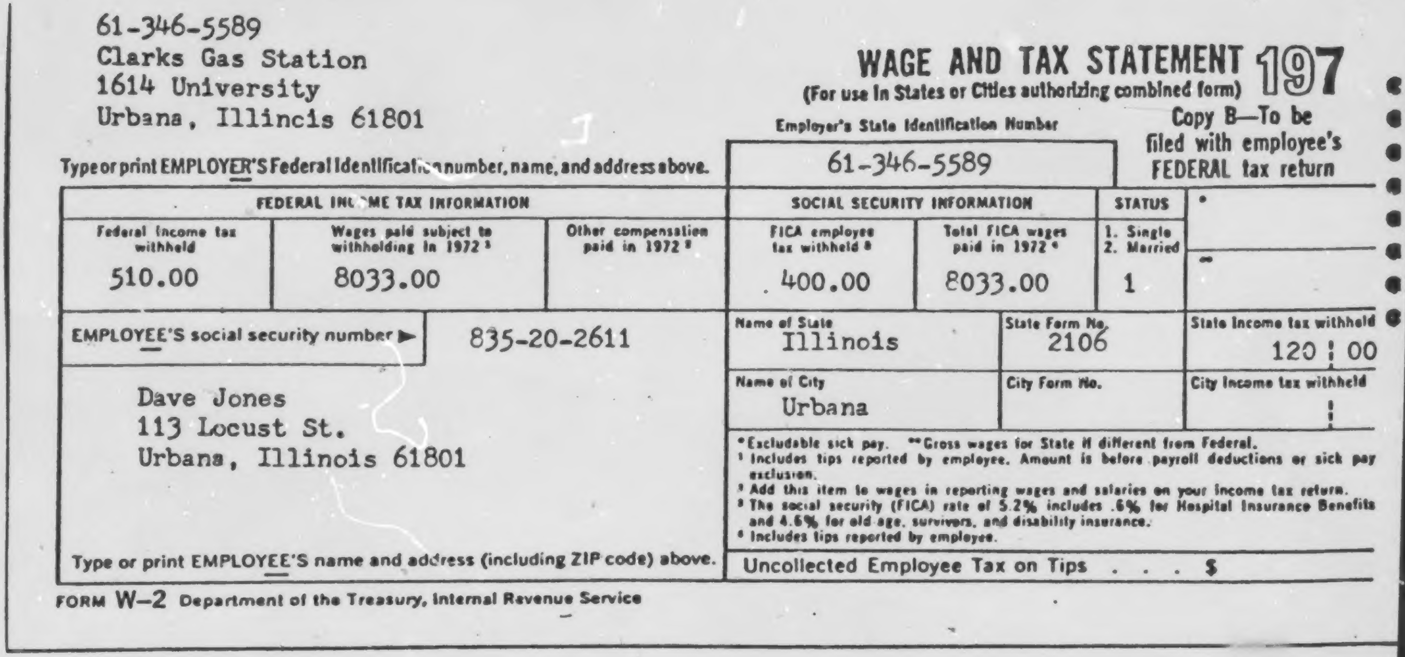
f. A person living alone files this way.

g. Charts that tell how much you owe.

h. Dependents are an example of these.

i. Wages.

Sample W-2



61-346-5589
Clarks Gas Station
1614 University
Urbana, Illincis 61801

Typeorprint EMPLOYER'S Federal Identification number, name, and address above.

WAGE AND TAX STATEMENT 197
(For use in States or Cities authorizing combined form)

Copy B—To be filed with employee's FEDERAL tax return

Employer's State Identification Number: 61-346-5589

FEDERAL INCOME TAX INFORMATION			SOCIAL SECURITY INFORMATION		STATUS	
Federal income tax withheld	Wages paid subject to withholding in 1972[1]	Other compensation paid in 1972[2]	FICA employee tax withheld[3]	Total FICA wages paid in 1972[4]	1. Single 2. Married	* **
510.00	8033.00		400.00	8033.00	1	

EMPLOYEE'S social security number ▶ 835-20-2611

Dave Jones
113 Locust St.
Urbana, Illinois 61801

Type or print EMPLOYEE'S name and address (including ZIP code) above.

Name of State	State Form No.	State Income tax withheld
Illinois	2106	120 ¦ 00
Name of City	**City Form No.**	**City Income tax withheld**
Urbana		¦

*Excludable sick pay. **Gross wages for State if different from Federal.

[1] Includes tips reported by employee. Amount is before payroll deductions or sick pay exclusion.

[2] Add this item to wages in reporting wages and salaries on your income tax return.

[3] The social security (FICA) rate of 5.2% includes .6% for Hospital Insurance Benefits and 4.6% for old age, survivors, and disability insurance.

[4] Includes tips reported by employee.

Uncollected Employee Tax on Tips . . . $

FORM W-2 Department of the Treasury, Internal Revenue Service

This is Dave Jones' W-2 form. He must send a copy of this in with his federal income tax. It shows the wages he earned for the year and the taxes withheld. The employer must send this to Dave by the end of January.

Answer the following questions using Dave's W-2 form.

What is Dave's Social Security number?

How much were Dave's total wages?

How much was withheld for Federal Income Tax?

On the next page is Dave's Income Tax form 1040A.

Form **1040A** Department of the Treasury—Internal Revenue Service
U.S. Individual Income Tax Return **1977**

Use IRS label. Otherwise, print or type.

First name and initial (If joint return, give first names and initials of both): DAVE R.
Last name: JONES
Your social security number: 835 20 2611
Present home address (Number and street, including apartment number, or rural route): 113 LOCUST ST.
For Privacy Act Notice, see page 9 of Instructions.
Spouse's social security no.:
City, town or post office, State and ZIP code: URBANA ILLINOIS 61801
Occupation: Yours ▶ ATTENDANT
Spouse's ▶

Presidential Election Campaign Fund ▶
Do you want $1 to go to this fund? ☑ Yes ☐ No
If joint return, does your spouse want $1 to go to this fund? ☐ Yes ☐ No
Note: Checking "Yes" will not increase your tax or reduce your refund.

Filing Status

Check Only One Box

1 ☑ Single
2 ☐ Married filing joint return (even if only one had income)
3 ☐ Married filing separately. If spouse is also filing, give spouse's social security number in the space above and enter full name here ▶
4 ☐ Unmarried Head of Household. Enter qualifying name ▶ . See page 6 of Instructions.

Exemptions

Always check the "Yourself" box. Check other boxes if they apply.

5a ☑ Yourself ☐ 65 or over ☐ Blind
b ☐ Spouse ☐ 65 or over ☐ Blind
Enter number of boxes checked on 5a and b ▶ 1

c First names of your dependent children who lived with you ▶
Enter number of children listed ▶

d Other dependents:

(1) Name	(2) Relationship	(3) Number of months lived in your home.	(4) Did dependent have income of $750 or more?	(5) Did you provide more than one-half of dependent's support?

Enter number of other dependents ▶

6 Total number of exemptions claimed . . . . . Add numbers entered in boxes above ▶ 1

7 Wages, salaries, tips, and other employee compensation. (Attach Forms W-2. If unavailable, see page 11 of Instructions)	7	8033	00
8 Interest income (see page 4 of Instructions)	8		
9a Dividends .... 9b Less exclusion .... Balance ▶ (See pages 4 and 11 of Instructions)	9c		
10 Adjusted gross income (add lines 7, 8, and 9c). If under $8,000, see page 2 of Instructions on "Earned Income Credit." If eligible, enter child's name ▶	10	8033	00

11a Credit for contributions to candidates for public office. Enter one-half of amount paid but do not enter more than $25 ($50 if joint return) 11a

IF YOU WANT IRS TO FIGURE YOUR TAX, PLEASE STOP HERE AND SIGN BELOW.

b Total Federal income tax withheld (if line 7 is larger than $16,500, see page 12 of Instructions) 11b 510 00
c Earned income credit (from page 2 of Instructions) 11c

12 Total (add lines 11a, b, and c)	12	510	00
13 Tax on the amount on line 10. (See Instructions for line 13 on page 12, then find your tax in Tax Tables on pages 14–25.)	13	814	00
14 If line 12 is larger than line 13, enter amount to be REFUNDED TO YOU ▶	14		
15 If line 13 is larger than line 12, enter BALANCE DUE. Attach check or money order for full amount payable to "Internal Revenue Service." Write social security number on check or money order ▶	15	314	00

Please Attach Copy B of Forms W-2 Here

Please Attach Check or Money Order Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Please Sign

▶ Dave Jones 4/12/78
Your signature Date

▶ Spouse's signature (if filing jointly, BOTH must sign even if only one had income)

▶ Paid preparer's signature and identifying number (see Instructions)

▶ Paid preparer's address (or employer's name, address, and identifying number)

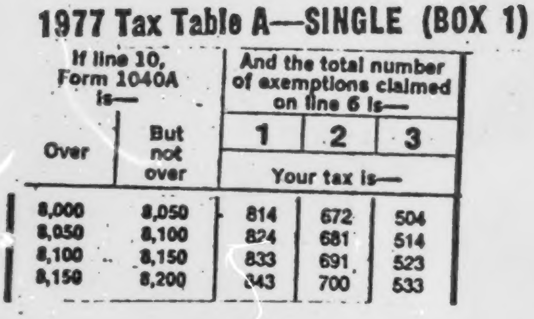
☆ U.S. GOVERNMENT PRINTING OFFICE : 1977—O-235-368 E.I. 36-2727769

How many dependents does Dave have?

Does Dave get a refund or does he owe money?

How much?

This is the tax table that Dave used.



1977 Tax Table A—SINGLE (BOX 1)

If line 10, Form 1040A is—		And the total number of exemptions claimed on line 6 is—		
Over	But not over	1	2	3
		Your tax is—		
8,000	8,050	814	672	504
8,050	8,100	824	681	514
8,100	8,150	833	691	523
8,150	8,200	843	700	533

Sample Math Problems

1. John earned $6,285 for the year. His wife worked part-time and made $4,300. How much did they make together?

2. Joan has to pay $640 in taxes. Her W-2 shows that Joan had $700 withheld from her pay for income taxes. Will Joan get a refund? Will she have to pay? How much?

3. Gary has to pay $305 in taxes. His W-2 form shows that $250 was withheld from his pay for income tax. Will Gary get a refund? Will he have to pay the I.R.S.?

   How much?

4. Paul made $3,065 this year. He also made $25 in interest and $150 in tips. How much was Paul's adjusted gross income (total)?

Who Must File?

You may have to file depending on your income and your filing status.

Following are some ideas to guide you.

File a return if:	Your income was this much or more
Single	
under 65	$ 2,950
over 65 or 65	3,700
Dependent person with earnings from dividends, interest or gifts	750
Married filing jointly (together)	
both of you under 65	4,700
one of you is 65 or older	5,450
both of you are 65 or older	6,200
Married filing separately	750
A person entitled to include income from sources within U.S. possessions (pos-ses-sions)	750
A qualifying widow or widower with dependent children	
you are under 65	3,950
you are 65 or older	4,700

You must file a return even if you are not required to get a refund if:

1. income tax was withheld
2. you are eligible for earned income credit ($8,000 or less in salary and dependent children)

File your income tax with the IRS between January 1 and April 17.

Who Must File?

Decide whether the following people have to file an income tax report. Write yes or no.

______1. Gary Adams is 27, single and earned $3,200 for the year.

______2. John is 16, lives at home. He made $500 from mowing lawns.

______3. Terry is 24 years old and Gordon is 26. They are married and earned $5000 for the year.

______4. Mary is 19. She lives with her baby who is 5 months. They are on Public Aid and received gifts of $200.

______5. Angela, 32, is a widow with 2 children. She earned $13,000 for the year.

Tax Tables

There are 4 tax tables in the 1040A Short Form. Match the following examples with the best tax table and filing status.

_____1. John and Mary are living together.

_____2. Karen lives with her two children.

_____3. Thomas lives with and takes care of his mother.

_____4. Gordon and Julie are married.

_____5. Florence is separated from her husband and supports her daughter.

A. Tax table A - Single

B. Tax Table B - Married Filing Joint

C. Tax table C - Married Filing Separately

D. Tax Table D - Head of Househol

Tax Tables

Use the tax tables given to figure the income tax for each of the cases.

1977 Tax Table A—SINGLE (BOX 1)

If line 10, Form 1040A is—		And the total number of exemptions claimed on line 6 is—		
Over	But not over	1	2	3
		Your tax is—		
5,800	5,850	419	264	100
5,850	5,900	427	273	108
5,900	5,950	436	283	116
5,950	6,000	444	292	124

Joan earned $5,900 and has a dependent child.__________________

1977 Tax Table B—MARRIED FILING JOINTLY (BOX 2)

If line 10, Form 1040A is—		And the total number of exemptions claimed on line 6 is—							
Over	But not over	2	3	4	5	6	7	8	9
		Your tax is—							
8,400	8,450	499	341	186	36	0	0	0	0
8,450	8,500	506	349	194	44	0	0	0	0
8,500	8,550	514	358	202	51	0	0	0	0
8,550	8,600	521	366	210	59	0	0	0	0

Gary and Jill have 3 children and earned $8,560.________________

1977 Tax Table C—MARRIED FILING SEPARATELY (BOX 3)

If line 10, Form 1040A is—		And the total number of exemptions claimed on line 6 is—		
Over	But not over	1	2	3
		Your tax is—		
5,000	5,050	403	227	68
5,050	5,100	413	236	76
5,100	5,150	422	245	84
5,150	5,200	432	254	92

Mike is married and wishes to file alone, he earned $5,075.__________

1977 Tax Table D—HEAD OF HOUSEHOLD (BOX 4)

If line 10, Form 1040A is—		And the total number of exemptions claimed on line 6 is—							
Over	But not over	1	2	3	4	5	6	7	8
		Your tax is—							
[illegible],600	11,650	1,462	1,305	1,155	994	803	626	448	277
11,650	11,700	1,472	1,315	1,165	1,005	813	635	458	286
11,700	11,750	1,483	1,325	1,175	1,016	822	645	467	295
11,750	11,800	1,483	1,336	1,185	1,027	832	654	477	304

Sarah is divorced and supports 3 children. She earns $11,710.__________

EXTRAS

Do you know how to figure your own taxes? Or are you confused about how to use the tables? You don't have to hire someone to help you. The IRS will do it for you. Fill out the form through line 11 a. The IRS will do the rest. Also sign the form. Then put the date you signed it.

Was your income less than $8000? Do you have one or more dependant children? You may be able to get more money back than you paid. This is called earned income credit.

Do you have a savings account? Did it earn interest? (in-ter-est). Interest is the money the bank pays you to keep your money. This interest is income. You must list it on your tax return.

Remember the W-2 forms your employer must send you? Attach them to your tax return. Did you have more than one job? You must attach a W-2 form from each job you had that year.

Do you owe less than one dollar? If you do, you are in luck. You do not have to pay. People who do owe money must pay by April 15. Don't be late. The IRS will charge you a late fee.

- Married Filing Jointly

Use the following W-2's to fill in the 1040A. Some of it is done for you. Use the tax table on this page.

77 Tax Table B—MARRIED FILING JOINTLY (BOX 2)

If [illegible] 10, Form 1040A is—		And the total number of exemptions claimed on line 6 is—							
Over	But not over	2	3	4	5	6	7	8	9
		Your tax is—							
,400	14,450	1,580	1,415	1,265	1,105	928	750	573	395
,450	14,500	1,591	1,426	1,275	1,115	937	760	582	405
,500	14,550	1,602	1,437	1,285	1,124	947	769	592	414
,550	14,600	1,613	1,448	1,295	1,134	956	779	601	424

Fred is a printer and Irene is an accountant. They have one child, Joni. They had dividends of $300.

61-304-5552
Abana Printing Company
219 Main
Urbana, Illinois 61801

Type or print EMPLOYER'S Federal identification number, name, and address above.

WAGE AND TAX STATEMENT 197
(For use in States or Cities authorizing combined form)

Copy B—To be filed with employee's FEDERAL tax return

Employer's State identification Number: 61-304-5552

FEDERAL INCOME TAX INFORMATION			SOCIAL SECURITY INFORMATION		STATUS
Federal income tax withheld	Wages paid subject to withholding in 1972 [3]	Other compensation paid in 1972 [2]	FICA employee tax withheld [4]	Total FICA wages paid in 1972 [4]	1. Single 2. Married
702.00	7,000.00		409.50	7,000.00	2

EMPLOYEE'S social security number ► 424-34-6143

Name of State	State Form No.	State income tax withheld
Illinois	503	60 00
Name of City	**City Form No.**	**City income tax withheld**
Urbana		

Fred James
1609 Maple
Urbana, Illinois 61801

Type or print EMPLOYEE'S name and address (including ZIP code) above.

*Excludable sick pay. **Gross wages for State if different from Federal.
[1] Includes tips reported by employee. Amount is before payroll deductions or sick pay exclusion.
[2] Add this item to wages in reporting wages and salaries on your income tax return.
[3] The social security (FICA) rate of 5.2% includes .6% for Hospital Insurance Benefits and 4.6% for old age, survivors, and disability insurance.
[4] Includes tips reported by employee.

Uncollected Employee Tax on Tips . . . . $

FORM W-2 Department of the Treasury, Internal Revenue Service

---

34-208-5431
Elm Company
610 E. Elm
Champaign, Illinois 61820

Type or print EMPLOYER'S Federal identification number, name, and address above.

WAGE AND TAX STATEMENT 197
(For use in States or Cities authorizing combined form)

Copy B—To be filed with employee's FEDERAL tax return

Employer's State identification Number: 34-208-5431

FEDERAL INCOME TAX INFORMATION			SOCIAL SECURITY INFORMATION		STATUS
Federal income tax withheld	Wages paid subject to withholding in 1972 [3]	Other compensation paid in 1972 [2]	FICA employee tax withheld [4]	Total FICA wages paid in 1972 [4]	1. Single 2. Married
742.00	7,500.00		470.00	7,500.00	2

EMPLOYEE'S social security number ► 423-54-6661

Name of State	State Form No.	State income tax withheld
Illinois	523	80 00
Name of City	**City Form No.**	**City income tax withheld**
Champaign		

Irene James
1609 Maple
Urbana, Illinois 61801

Type or print EMPLOYEE'S name and address (including ZIP code) above.

*Excludable sick pay. **Gross wages for State if different from Federal.
[1] Includes tips reported by employee. Amount is before payroll deductions or sick pay exclusion.
[2] Add this item to wages in reporting wages and salaries on your income tax return.
[3] The social security (FICA) rate of 5.2% includes .6% for Hospital Insurance Benefits and 4.6% for old age, survivors, and disability insurance.
[4] Includes tips reported by employee.

Uncollected Employee Tax on Tips . . . $

FORM W-2 Department of the Treasury, Internal Revenue Service

Form **1040A** Department of the Treasury—Internal Revenue Service
U.S. Individual Income Tax Return **1977**

Use IRS label. Otherwise, print or type.

First name and initial (if joint return, give first names and initials of both): FRED R. , IRENE K.
Last name:
Your social security number:
Present home address (Number and street, including apartment number, or rural route):
For Privacy Act Notice, see page 9 of Instructions.
Spouse's social security no.:
City, town or post office, State and ZIP code:
Occupation Yours ▶
Spouse's ▶

Presidential Election Campaign Fund ▶	Do you want $1 to go to this fund?	X Yes	No		Note: Checking "Yes" will not increase your tax or reduce your refund.
	If joint return, does your spouse want $1 to go to this fund?	X Yes	No		

Filing Status

Check Only One Box

1 ☐ Single 2 ☒ Married filing joint return (even if only one had income)
3 ☐ Married filing separately. If spouse is also filing, give spouse's social security number in the space above and enter full name here ▶
4 ☐ Unmarried Head of Household. Enter qualifying name ▶ . See page 6 of Instructions.

Exemptions

Always check the "Yourself" box. Check other boxes if they apply.

5a ☒ Yourself ☐ 65 or over ☐ Blind
b ☒ Spouse ☐ 65 or over ☐ Blind
Enter number of boxes checked on 5a and b ▶ 2
c First names of your dependent children who lived with you ▶ JANI
Enter number of children listed ▶ 1

d Other dependents: (1) Name	(2) Relationship	(3) Number of months lived in your home.	(4) Did dependent have income of $750 or more?	(5) Did you provide more than one-half of dependent's support?

Enter number of other dependents ▶ 0

6 Total number of exemptions claimed . . . Add numbers entered in boxes above ▶ 3

Please Attach Copy B of Forms W-2 Here

7 Wages, salaries, tips, and other employee compensation. (Attach Forms W-2. If unavailable, see page 11 of Instructions)	7	14,500	00
8 Interest income (see page 4 of Instructions)	8	-0	-
9a Dividends 300.00 9b Less exclusion 200.00 Balance ▶ (See pages 4 and 11 of Instructions)	9c	100	00
10 Adjusted gross income (add lines 7, 8, and 9c). If under $8,000, see page 2 of Instructions on "Earned Income Credit." If eligible, enter child's name ▶	10		

11a Credit for contributions to candidates for public office. Enter one-half of amount paid but do not enter more than $25 ($50 if joint return)	11a	-0	-

IF YOU WANT IRS TO FIGURE YOUR TAX, PLEASE STOP HERE AND SIGN BELOW.

b Total Federal income tax withheld (if line 7 is larger than $16,500, see page 12 of Instructions)	11b		
c Earned income credit (from page 2 of Instructions)	11c	-0	-

Please Attach Check or Money Order Here

12 Total (add lines 11a, b, and c)	12		
13 Tax on the amount on line 10. (See Instructions for line 13 on page 12, then find your tax in Tax Tables on pages 14–25.)	13		
14 If line 12 is larger than line 13, enter amount to be REFUNDED TO YOU ▶	14		
15 If line 13 is larger than line 12, enter BALANCE DUE. Attach check or money order for full amount payable to "Internal Revenue Service." Write social security number on check or money order ▶	15		

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Please Sign

Fred James
Your signature Date

Irene James
Spouse's signature (if filing jointly, BOTH must sign even if only one had income)

Paid preparer's signature and identifying number (see instructions)

Paid preparer's address (or employer's name, address, and identifying number)

TEST YOURSELF

Use the tax table provided to fill out Cathy's income tax return.

1977 Tax Table D—HEAD OF HOUSEHOLD (BOX 4)

If line 10, Form 1040A is—		And the total number of exemptions claimed on line 6 is—							
Over	But not over	1	2	3	4	5	6	7	8
		Your tax is—							
14,400	14,450	2,129	1,941	1,754	1,582	1,414	1,210	1,010	810
14,450	14,500	2,141	1,954	1,766	1,593	1,426	1,221	1,021	821
14,500	14,550	2,154	1,966	1,779	1,605	1,437	1,232	1,032	832
14,550	14,600	2,166	1,979	1,791	1,616	1,449	1,243	1,043	843
14,600	14,650	2,179	1,991	1,804	1,628	1,460	1,254	1,054	854
14,650	14,700	2,191	2,004	1,816	1,639	1,472	1,265	1,065	865
14,700	14,750	2,204	2,016	1,829	1,651	1,483	1,276	1,076	876
14,750	14,800	2,216	2,029	1,841	1,662	1,493	1,287	1,087	887

Cathy has two children, Tim and Suzie. She is divorced and works as a salesperson. She supports herself and her two children. She had interest from her savings account of $120.00.

60-344-4556
Stereo Shack
104 S. Race
Urbana, Illinois 61801

ype or print EMPLOYER'S Federal Identification number, name, and address above.

WAGE AND TAX STATEMENT 197
(For use in States or Cities authorizing combined form)

Employer's State Identification Number: 60-344-4556

Copy B—To be filed with employee's FEDERAL tax return

FEDERAL INCOME TAX INFORMATION			SOCIAL SECURITY INFORMATION		STATUS
Federal income tax withheld	Wages paid subject to withholding in 1972 [1]	Other compensation paid in 1972 [2]	FICA employee tax withheld [3]	Total FICA wages paid in 1972 [4]	1. Single 2. Married
1,705.00	14,600.00		850.00	14,600.00	1

EMPLOYEE'S social security number ► 104-15-1400

Name of State Illinois	State Form No. 503	State income tax withheld 150 : 00
Name of City Urbana	City Form No.	City income tax withheld

Cathy Robinson
14000 E. Springfield
Urbana, Illinois 61801

Type or print EMPLOYEE'S name and address (including ZIP code) above.

*Excludable sick pay. **Gross wages for State if different from Federal.
[1] Includes tips reported by employee. Amount is before payroll deductions or sick pay exclusion.
[2] Add this item to wages in reporting wages and salaries on your income tax return.
[3] The social security (FICA) rate of 5.2% includes .6% for Hospital Insurance Benefits and 4.6% for old age, survivors, and disability insurance.
[4] Includes tips reported by employee.

Uncollected Employee Tax on Tips . . . $

ORM W-2 Department of the Treasury, Internal Revenue Service

Form **1040A** Department of the Treasury—Internal Revenue Service
U.S. Individual Income Tax Return **1977**

Use IRS label. Otherwise, print or type.

First name and initial (if joint return, give first names and initials of both) | Last name | Your social security number

Present home address (Number and street, including apartment number, or rural route) | For Privacy Act Notice, see page 9 of Instructions. | Spouse's social security no.

City, town or post office, State and ZIP code | Occupation | Yours ▶ | Spouse's ▶

Presidential Election Campaign Fund ▶	Do you want $1 to go to this fund?	Yes	No	Note: Checking "Yes" will not increase your tax or reduce your refund.
	If joint return, does your spouse want $1 to go to this fund?	Yes	No	

Filing Status

Check Only One Box

1 ☐ Single

2 ☐ Married filing joint return (even if only one had income)

3 ☐ Married filing separately. If spouse is also filing, give spouse's social security number in the space above and enter full name here ▶

4 ☐ Unmarried Head of Household. Enter qualifying name ▶ . See page 6 of Instructions.

Exemptions

Always check the "Yourself" box. Check other boxes if they apply.

5a ☐ Yourself ☐ 65 or over ☐ Blind

b ☐ Spouse ☐ 65 or over ☐ Blind

Enter number of boxes checked on 5a and b ▶ ☐

c First names of your dependent children who lived with you ▶

Enter number of children listed ▶ ☐

d Other dependents: (1) Name	(2) Relationship	(3) Number of months lived in your home.	(4) Did dependent have income of $750 or more?	(5) Did you provide more than one-half of dependent's support?

Enter number of other dependents ▶ ☐

6 Total number of exemptions claimed . . . . Add numbers entered in boxes above ▶ ☐

Please Attach Copy B of Forms W-2 Here

7	Wages, salaries, tips, and other employee compensation. (Attach Forms W-2. If unavailable, see page 11 of Instructions)	7	
8	Interest income (see page 4 of Instructions)	8	
9a	Dividends .... 9b Less exclusion .... Balance ▶ (See pages 4 and 11 of Instructions)	9c	
10	Adjusted gross income (add lines 7, 8, and 9c). If under $8,000, see page 2 of Instructions on "Earned Income Credit." If eligible, enter child's name ▶	10	
11a	Credit for contributions to candidates for public office. Enter one-half of amount paid but do not enter more than $25 ($50 if joint return) 11a		▨
	IF YOU WANT IRS TO FIGURE YOUR TAX, PLEASE STOP HERE AND SIGN BELOW.		▨
b	Total Federal income tax withheld (if line 7 is larger than $16,500, see page 12 of Instructions) 11b		▨
c	Earned income credit (from page 2 of Instructions) 11c		▨
12	Total (add lines 11a, b, and c)	12	
13	Tax on the amount on line 10. (See Instructions for line 13 on page 12, then find your tax in Tax Tables on pages 14–25.)	13	
14	If line 12 is larger than line 13, enter amount to be **REFUNDED TO YOU** . . . . ▶	14	
15	If line 13 is larger than line 12, enter **BALANCE DUE**. Attach check or money order for full amount payable to "Internal Revenue Service." Write social security number on check or money order . . ▶	15	

Please Attach Check or Money Order Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Please Sign

▶ Your signature Date

▶ Paid preparer's signature and identifying number (see Instructions)

▶ Spouse's signature (if filing jointly, BOTH must sign even if only one had income)

▶ Paid preparer's address (or employer's name, address, and identifying number)

☆ U.S. GOVERNMENT PRINTING OFFICE : 1977—O-235-380 E.I. 36-2737749

Sources Used

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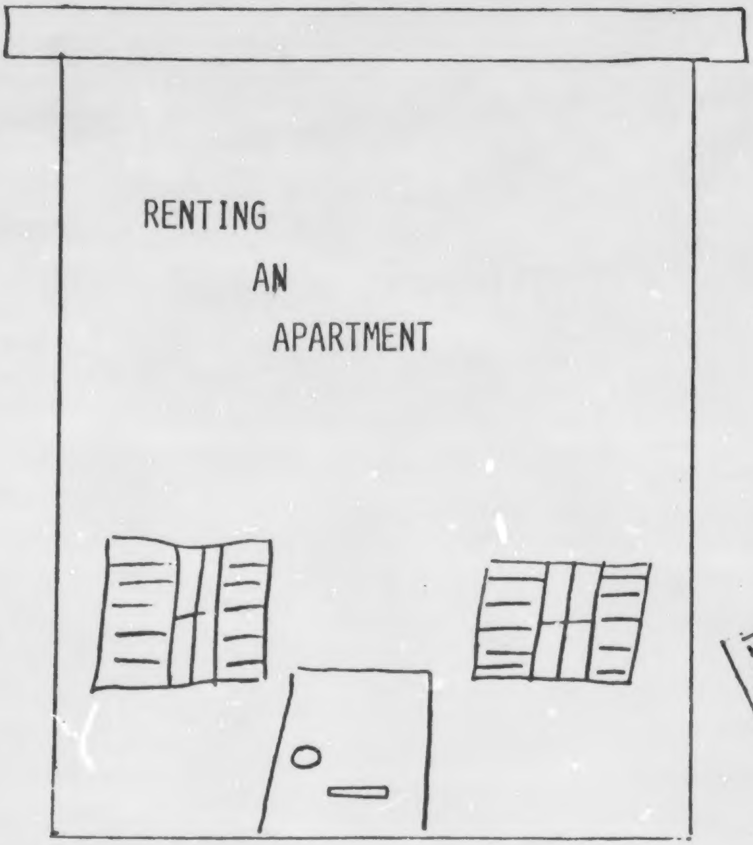
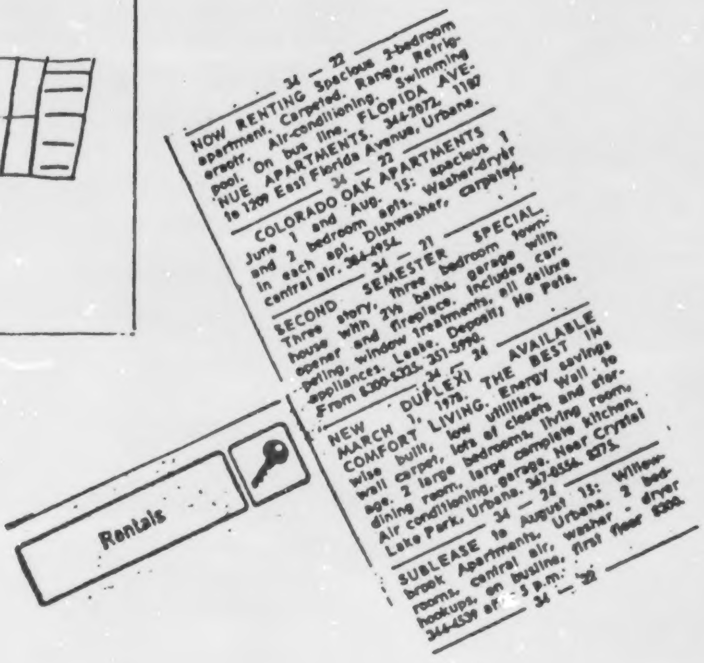
"1977 Instructions for Preparing Form 1040A." Department of the Teasury. Internal Revenue Service. U.S. Government Printing Office.

RENTING AN APARTMENT





Rentals

34 — 22

NOW RENTING Spacious 2-bedroom apartment. Carpeted. Range, Refrigerator. Air-conditioning. Swimming pool. On bus line. FLORIDA AVENUE APARTMENTS. 344-2072. 1107 to 1209 East Florida Avenue, Urbana.

34 — 22

COLORADO OAK APARTMENTS June 1 and Aug. 15: spacious 1 and 2 bedroom apts. Washer-dryer in each apt. Dishwasher, carpeting, central air. 384-4954.

34 — 21

SECOND SEMESTER SPECIAL. Three story, three bedroom townhouse with 2½ baths, garage with opener and fireplace. Includes carpeting, window treatments, all deluxe appliances. Lease. Deposit; No Pets. From $200-$225. 351-5990.

34 — 24

NEW DUPLEX! AVAILABLE MARCH 1, 1978. THE BEST IN COMFORT LIVING. Energy savings wise built, low utilities. Wall to wall carpet, lots of closets and storage. 2 large bedrooms, living room, dining room, large complete kitchen. Air conditioning, garage. Near Crystal Lake Park, Urbana. 367-0554. $275.

34 — 24

SUBLEASE to August 15: Willowbrook Apartments, Urbana. 2 bedrooms, central air, washer - dryer hookups, on busline, first floor $200. 344-4539 after 5 p.m.

34 — 22

BY DOROTHEA B. STEVENS

pSs

PROJECT SURVIVAL SKILLS

INTRODUCTION

Many of us rent the place we live. To rent an apartment you need to know some things. This unit will explain many things to you about apartment renting. Ask your instructor for help with any words or ideas that you find confusing.

CHOICES 1
READING CLASSIFIED ADS 6
CHECK IT OUT 12
LEASES 15
MOVING 21
OTHER PROBLEMS 22
CONCLUSION 24

The contents of this booklet were developed through a special project funded by the Adult and Continuing Education Section, Illinois Office of Education, under provisions of Section 10-22.20 of the School Code of Illinois. As such, these materials are public property and may not be copyrighted or otherwise reproduced for commercial purposes.

CHOICES

You are looking for an apartment to rent. How much rent can you afford each month? Apartment costs also include upkeep and utilities. __________ Try the sample budget if you are not sure. It is on page 4.

Is this amount of money less than 1/3 of your income? __________ Example: $500 monthly income.

$166 each month for rent,
upkeep, and utilities.

Are there apartments in your city for this amount of money? __________ If you are not sure, the next section will help you find out.

Will you be sharing your apartment with another working adult? __________ How much can this person afford for an apartment? __________ Add your monies together. __________ Remember what this amount includes. It includes rent, upkeep, and utilities. For example, your roommate can afford $166 for the apartment. You can also afford $166 for the apartment. This totals $332. Rent an apartment for $250 and $82 is left for upkeep and utilities. These are bills like water, gas, and electricity. You must also plan for a telephone bill. Some apartments include utilities in the price. Others do not.

Sharing an apartment can help with money. You may pick a roommate for this reason. Make sure he/she can afford your apartment.

One-third of your income may be too small to rent a decent apartment. You will need special help if this is the case. Think about living with someone else. You may also want to apply for public housing or assistance. This will help until you can make more money.

BUDGET

Income for month ____________________ A

Expenses for month

Food ________________

Clothing ________________

Transportation ________________

Insurance ________________

Savings ________________

Medical ________________

Debts ________________

Recreation ________________

Other ________________

Total ____________________ B

Subtract B from A

Apartment Money ________________

Each of us has special needs in our home such as:

- enough room
- very quiet
- pets allowed
- parking
- close to work
- close to the public transportation
- close to school
- close to stores
- close to laundry services

What are your special needs?

____

____

____

There may be many types of rentals in your city. For example:

- apartment buildings
- houses for more than one family
  (basement, attic, part of a house)
- houses for only one family
- trailers

What type of rentals are you interested in?

____

____

____

47

There are many ways for you to find places to rent.

- newspaper (classified ads)
- bulletin boards
- friends
- office of public housing
- put an ad in the newspaper
- place notices at stores, laundromats and colleges
- walk through neighborhood looking for "For Rent" signs

How will you find an apartment to rent?

____

____

____

____

READING CLASSIFIED ADS

Newspapers are the most common places to find an apartment. Newspapers are a very good place to start your search. Most newspapers have a column that reads APARTMENTS FOR RENT. Some newspapers divide these into "Furnished" and "Unfurnished" sections.

There is one problem with using newspapers. Want ads use shortened words. Here is a list of some of these words. Use this list to figure out the sample ads that follow. You can use this list to figure out ads in your own newspaper.

List of Shortened Words

air cond., or A/C	air con-di-tioned
appl., or appls.	ap-pli-ance, ap-pli-ances
apt.	a-part-ment
avail.	a-vail-a-ble
bdrm.	bed-room
blk.	block
carp., or cptg.	car-pet or car-peting
effic.	ef-fi-cien-cy a-part-ment--one room
flr.	floor
furn.	fur-nished
gar.	ga-rage
htd.	heat-ed
hse.	house
immed.	im-me-di-ate, im-me-di-ate-ly--right a-way
inc., or incl.	in-cludes, in-cluding, in-cluded
kit. priv.	kitch-en priv-i-leges
lg., or lge.	large
laund.	laun-dry
liv. rm.	liv-ing room
loc.	lo-ca-tion
mo.	month
nr.	near
pkg., or pking.	parking
pref.	pre-ferred

List of Shortened Words (Continued)

priv. entry	pri-vate en-trance
priv.	pri-vate or priv-i-leges
ref., or refs.	ref-er-ences
refrig.	re-frig-er-a-tor
rm.	room
sec. dep.	se-cu-ri-ty de-pos-it
sgl., or sngl.	sin-gle
stv.	stove
supt.	su-per-in-ten-dent
unfurn.	un-fur-nished
util., or utils.	u-til-i-ty or u-til-i-ties
wk. or wkly.	week or week-ly
wk. up.	walk up--no el-e-va-tor
w/w	wall to wall
yd.	yard

Write out the shortened words in each of the following ads.

And answer the questions about the ads.

1. CLOSE-IN 3 bedroms., fireplace,
gar. yd., kids & pets ok. $75
STEVENS RENTALS 384-3555

bdrms. ____________________

gar. ____________________

yd. ____________________

& ____________________

ok ____________________

a. Is this ad for a house or for an apartment? ____________

b. Could you rent this place if you had two children and a dog? ____________

c. What words tell you to call a rental agency for more information? ____________

____

2. W. OREGON, 2nd fl, apt. suitable
for 2 adults pref, call after
5 pm. 782-3371

W. ____________________

2nd fl. ____________________

apt. ____________________

pref. ____________________

a. Do you think the landlord would rent to you if you had two children and a dog?

____

b. How could you find out more about this apartment?

____

3. MOBILE home, 3 bdrms., sec. dep.
off 74 at Cunningham Ave. Also
trailer space. 379-4466

sec. dep. ____________________

a. What words in the ad give you directions to the trailer park? ____________

____

b. Could you rent a space for your trailer, if you already owned one? ____________

4. CAMPUS, 2 bdrm. newly remodeled,
off st. pkg., $200 per mo. plus
util. 333-1000

off st. pkg. ____________________

mo. ____________________

util. ____________________

Pick two ads from the newspaper that match your needs. Tape them below.

A.

1. Write out the ad in complete words.

2. How much is it a month?

3. Where is it?

4. How can you find out more about it?

B.

1. Write out the ad in complete words.

2. Is it in an apartment building?

3. Are utilities included in the rent?

4. How large is the apartment?

CHECK IT OUT

We started this unit by looking at things that were important to us. These were things that had to do with the place we live. Things such as room, quiet, pets, and parking are important to consider. It is also important to look at how close a home is to services we need. These are things you would look at first in an apartment. There are also other points that are important to look at.

These other points go into more detail. An apartment could be for you based on the points we have talked about. But what if the roof leaked? What if the lights didn't always come on? What if the oven didn't heat up? All of these things could make you very unhappy in your apartment. What are some of the other points you should look at? Below you will find a list of things to check before you sign that lease. Take this list with you when you look at an apartment. Check each item as you go through the apartment.

_______ The apartment is pretty quiet.

_______ The lights work.

_______ The windows are not cracked. They open and shut ok.

_______ There are not any signs of water leaking (check ceiling, around windows, around bathroom and kitchen).

_______ The heat works well.

_______ All of the appliances are clean and in working order (stove, refrigerator, hot water heater).

_______ There are at least two electrical outlets in every room.

______ The walls and floors are clean.

______ The paint is in good shape on walls and ceiling.

______ There is enough storage in the apartment (check closets, kitchen cupboards and bathroom).

______ The plumbing works. Check bathroom and kitchen sinks, flush toilet.

______ There is a dead-bolt lock on the door.

______ There is a place to do laundry.

______ There is parking space for my car.

______ There are locked mailboxes.

______ The utility meter is in my apartment or it is locked in a room where no one can mess with it.

______ There is somewhere close to my apartment to throw away trash.

______ There is a fire alarm system, a fire escape.

______ The entrance, hallway, and parking lot are well lighted.

______ This apartment is close to work, school, stores, busses, or other things I need.

A. List 3 points to check that are most important to you.

1.

2.

3.

B. List 3 points to check that are the least important to you.

1.

2.

3.

Knowing these points will help you to choose the apartment that is best for you.

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LEASES

A lease is like a contract. It is a written agreement between tenant (renter) and landlord. It is a legal contract. What if you do not live up to the agreement? You can be sued in court or evicted (put out) from your apartment. Read carefully before signing leases. Leases should include the following:

The beginning and ending dates of your tenancy (ten-an-cy). Tenancy is how long the lease says you can stay in the apartment.

The exact address of the apartment, for example: Apt. 4, 101 W. Springfield.

The amount of rent to be paid, whom to pay it to and when it is due.

Any other special details like painting the apartment.

Statement about who pays the utilities and who makes repairs.

Details about changes in the property --For example, you may add new locks. They become the property of the landlord.

Amount of Security Deposit. (Se-cu-ri-ty de-pos-it) How to get the security deposit back when you leave.

Ways to break the lease.

Protect yourself when you sign a lease. Make sure that you take care of important details. These may come back to haunt you later.

> First, make sure there are no handwritten changes added to the lease. What if there are handwritten changes? These should be signed by landlord and tenant. Don't let anyone trick you by adding something you did not agree to.
>
> Second, make sure you are signing a new lease. You could be subleasing the apartment. Subleasing is renting the apartment from the former renter. The landlord must give his permission (per-mis-sion). What if you don't get the landlord's permission? You may be put out of your apartment.
>
> Third, make sure the landlord looks over the apartment before you move in. You don't want to pay for another person's damages. (dam-ag-es)
>
> Four, ask to take the lease with you. You want to have time to read it all. You may also want someone to read over it with you. This will help you to understand what you are signing. Most landlord tenant unions are glad to check a lease. Finally, don't sign a lease with blank spaces. Know the terms of the lease you sign.

Leases are legal papers. They can be very hard to understand. On the next page is a copy of a lease. You will see right away that it is not like the normal reading you do. Try to answer these questions. You will need help from your teacher. The lease you need is on the next page.

1. When was this lease signed?

2. Who is the tenant (renter)?

3. Who is the landlord?

4. Where is the apartment?

5. How long is the lease for?

6. When does the lease begin and end?

7. How much is the monthly rent?

8. When is the rent due?

9. Can the landlord come into the apartment at any time?

10. How much is the cleaning fee for the apt.?

AGREEMENT OF LEASE

THIS AGREEMENT, made and executed this 4 day of June, 1977 by and between JONES CORPORATION, hereinafter called "Landlord," and William R. Walker hereinafter called "Tenant:"

WITNESSETH:

That landlord does hereby let unto tenant the premises known as 800 W. 76th Street, Apt. 12, New York, New York for the term of 12 months, commencing on the 1 day of July 1977, and fully ending at Midnight on the 30 day of June 1978, at and for the total rental of two thousand three hundred and forty dollars ($2340), payable in equal monthly installments of $195 the first installment payable on the execution of this agreement, and the remaining installments payable in advance without deduction or demand on the FIRST day of each month ensuing, at the office of Jones Corporation, 320 E. Street, New York, New York.

And the parties hereto covenant and agree as follows:

1. Tenant will pay said rent, on the time specified, without deduction or demand as it becomes due.

2. Tenant will not use or allow said premises or any part thereof to be used for any disorderly or unlawful purpose, nor will he do anything on or about the premises or apartment building or grounds that works or causes injury, damage, hurt, inconvenience, annoyance or discomfort to any other occupant of the building or employee of landlord.

3. Tenant will not transfer nor assign, nor sub-let the whole or any part of said premises without the prior written consent of landlord.

4. Tenant will keep said premises in good order and condition, and surrender same at the expiration of the term herein in the same order in which they are received, usual wear and tear and damage resulting from acts not caused by tenant's negligence excepted. 25 dollar cleaning fee.

5. Tenant will conform to the rules and regulations now in effect as well as those hereafter made by landlord for the management of the building.

6. Tenant will bear the reasonable cost and expense of any repairs to the apartment or any other part of the building made necessary by his own act or negligence or the act or negligence of any other person using the premises with his permission during the term of this lease or any renewal or extension thereof; and he will not under any circumstances make, do, or have done any alterations, repairs or decorating without the express prior approval of landlord in writing.

Landlord may inspect apartment as he deams necessary.

7. If a proceeding shall at any time be commenced for recovery of possession as aforesaid and compromise or settlement shall be effected either before or after judgment whereby tenant shall be permitted to retain possession of said premises. Then such proceedings shall not constitute a waiver of any condition or agreement contained herein or of any subsequent breach thereof or of this agreement.

8. Landlord herewith acknowledges receipt of the sum of One-hundred and ninety-five Dollars ($ 195.00) which it is to retain as security for the faithful performance of all the covenants, conditions, and terms of this lease, but in no event shall landlord be obligated to apply the same on rent or other charges and arrears or on damages for tenant's failure to perform said covenants, conditions and terms, although landlord may so apply the security at its option. Tenant's right to possession of the demised premises for non-payment of rent or for any other reason shall not in any event be affected by reason of the fact that landlord holds this security. Said security, if not applied toward the payment of rent in arrears or toward the payment of damages suffered by landlord by reason of tenant's breach of the covenants conditions and terms of this lease, is to be returned to tenant when this lease is terminated and after tenant has vacated the demised premises and delivered possession thereof to landlord. No interest shall be paid tenant on said security deposit.

In the event landlord repossesses said premises because of tenant's default or because of tenant's failure to carry out the covenants, conditions and terms of this lease, landlord may apply said security on account of all damages suffered to date of said repossession and/or may retain said security to apply on such damages as may be suffered or shall accrue thereafter by reason of tenant's default or breach. Landlord shall not be obligated to keep said security as a separate fund, but may mix said security with its own funds.

9. Unless tenant has reported any deficiencies to the resident manager or landlord within seven (7) days from the date of occupancy the herein demised premises shall be deemed in good order and condition.

Received William R. Walker 6/4/77
Tenant Date

IN TESTIMONY WHEREOF, landlord and tenant have signed these presents for the day and year first hereinbefore written.

Signed in the presence of: By JONES CORPORATION

Ann Smith William Walker (SEAL)

Tom Brown Mary Walker (SEAL)

(Tenant sign on this line)

Answer these questions using the lease on the previous page.

1. How much is the security deposit?

2. What is the security deposit for?

3. How long do you have to report problems with the apartment from the time you move in?

4. How can you break or get out of this lease?

MOVING

You are going to move. Anyone that has moved knows what a headache it is. It is hard to remember all the things to do. Below is a list of the most important ones.

1. Clean your old apartment. Make sure it's in the same shape you found it in.
2. End gas, electric and water service. Have it begin at new place.
3. Call the phone company. Tell them to end telephone service at the old address. Ask them to start it at the new address.
4. Settle all the bills you owe.
5. Fill out a change of address at the post office.
6. Tell the newspaper to   delivering your paper.
7. Get any money the landlord owes you. This would include the security deposit.

What things will you have to do when you move?

OTHER PROBLEMS

INSURANCE (in-sur-ance)

Once in a while there is a disaster (dis-as-ter). It could cost a lot of money. This can be shared among people. The cost is small enough for each to afford. The system of sharing risks is called insurance. Few apartments have a disaster in a year. The insurance company can afford to pay and still make money.

The insurance company gives you a policy (pol-i-cy). This is a written statement. It guarantees (guar-an-tees) to pay a certain amount for certain losses. You are a policy holder. You pay a yearly premium (pre-mi-um). A premium is the amount of money for the guarantees.

It is possible to buy insurance that covers most losses. Losses are things like fire, theft, water or injury to guest.

Many people that live in an apartment do not think they need insurance. They think if the landlord has insurance they are covered. WRONG! The landlord only insures what he/she owns. Let's say you rent an unfurnished apartment. You buy your own furniture to put in it. The apartment burns down. The landlord only has insurance for the building. You have just lost all your furniture, clothes, appliances, everything!

Apartment insurance is very cheap. It is usually a few dollars a month. Insurance can help if you have a disaster. It can help replace many of your belongings. Call an insurance company and ask the rates. Isn't it worth it?

DISCRIMINATION (dis-crim-i-na-tion)

What is discrimination? Discrimination has to do with treating people unfairly. Usually this is done because people are different. Discrimination occurs in school, jobs, sales, and in housing. Discrimination in housing means a landlord has space in a building but won't rent it. He/she doesn't rent space because the person who wants to rent is different. It is against the law to discriminate against people for the following differences:

- sex
- religion
- country of birth
- color
- race

A landlord cannot use any of these "differences" to discriminate against you. This means that a landlord must first show you an apartment. He/she must rent you the apartment if you can meet the terms in the lease. It is illegal for a landlord to tell you a place is rented if it is not. Finally, a landlord cannot charge you more rent or security deposit than he/she usually charges.

What can you do if you have been the victim of discrimination? You can do something. You can report problems to the local and state human rights commission. (com-mis-sion)

________________________________ can help you with fair-housing and leasing problems.

Have you ever been the victim of discrimination? How did you solve the problem?

Where is ________________________________?

It is located at ____

CONCLUSION

Home is a place to relax. We dress, eat and sleep there. We want our home to be secure and warm. We want to enjoy living there and having our friends there.

There are many things to think about when looking for an apartment. Some of the most important are cost and security (se-cu-ri-ty). It is also important where the apartment is located.

All apartment costs should be less than one-third of your income. This includes rent, upkeep, and utilities. (u-til-i-ties) If your apartment costs more than this, you are spending more than you should.

Your apartment should be in a neighborhood you like. Do you have a car? If not, how close is the bus stop to your apartment? How easy is it to get to work and stores on the bus?

Talk to the neighbors before you rent an apartment. Ask them how safe the neighborhood is. What is the "rip off" rate? Will you need better locks? Is it dangerous around the building at night?

You should consider these and all the things discussed in this unit before you rent. Make sure you choose the place where you'll be most happy. Now, happy apartment hunting!

RENTING AN APARTMENT

Self-Check

This self-check will help you see if you are familiar with the basics of apartment renting. The answers are in this unit. See your instructor if you need help.

1. What are 3 of the most important things to think about when renting?

2. What do the following words mean?

   security
   lease
   tenant
   sub-leasing
   security deposit
   landlord
   insurance
   utilities
   discrimination
   eviction

3. Name 3 ways you can find out about places to rent.

4. Write out the following ad in complete words.

W. Springfield, 2 bdrm apt. 3rd fl.,
furn. adults pref. off st. pkg. $150
per mo., incl. utils., 356-6924.

5. List 5 things that should be in a lease.

6. List 3 things you will do when you move.

7. If you have problems with a landlord or a lease, who can help you?

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BUYING A USED CAR

pSs

PROJECT SURVIVAL SKILLS

BY DOROTHEA B. STEVENS

The contents of this booklet were developed through a special project funded by the Adult and Continuing Education Section, Illinois Office of Education, under provisions of Section 10-22.20 of the School Code of Illinois. As such, these materials are public property and may not be copyrighted or otherwise reproduced for commercial purposes.

INTRODUCTION

The American car lasts ten or elevan years. This is 80,000 to 100,000 miles of travel. Many cars are traded each year for newer cars. Often the owner prefers the latest model or doesn't want the problem of repairs.

Two of every three cars sold are used cars. Many people do not have the money to buy a new car. A used car can be a good buy. It can also be someone else's trouble.

This unit will give you some things to think about when you consider buying a used car.

INDEX

Choices---2

Checklist for a car--5

Financing---8

Insurance---11

Repairs---14

Test Yourself---17

CHOICES

Use the Buying Guide to Consumer Reports to help you find a used car. This guide comes out in December. It is at your public library and for sale at bookstores. It will help you pick out cars with the best records to look for. Car magazines also list buys in used cars.

You can find used cars for sale at many places. Some of these are car dealers, through the newspaper, and through friends..

Think about the following items when you look at cars:

Price. Can you afford the car you want? Remember the cost includes many things. It includes insurance, gas and repairs.

Age and Mileage. How old is the car? How many miles does it have on it. Look at both of these things. Remember a car could be only a year old and have 50,000 miles or it could be 5 years old with 50,000 miles.

Make and Model. A manufacturer is the company that makes the car. A four-door car might be useful. A two-door may look more sporty. Station wagons and vans are good buys for families and for taking trips. A Ford would be the make of the car. A Pinto would be the model.

Engine. A big engine uses more gas. It also gives more power for climbing and passing. Engines go from the four cylinder (cyl-in-der) to the V-8. Most small cars have four cylinder engines. This kind of car is not very powerful. It does get good gas mileage though. This is important to think about with today's gas prices.

Transmission. (trans-mis-sion) The automatic (au-to-mat-ic) transmission costs more. It is harder to repair. It takes only a bit more skill to operate a manual (man-u-al) transmission. The gas mileage is better also. Manual transmissions for most cars have from three to five speeds, Four speed is the most common.

Foreign vs. American. Foreign cars are popular because they are well made. They are also small and often cost less. Foreign cars use less gas. American cars are larger. They often use more gas. Today American car manufacturers are starting to make smaller cars. American cars are easier to fix. They may also be safer. Foreign cars need to be fixed with special tools, Sometimes it is hard to get parts for foreign cars.

Options, Options are extras on the car. The price of the car goes up in a hurry because of options. Some options are worth their resale value. These are things like the heater, automatic transmission, air conditioning, disc brakes and power steering.

CHOICES

1. What kind of car would you like to buy? (make and model)

2. What features or options would you like your car to have?

3. Where will you look for a used car?

CHECKLIST FOR A CAR

Test drive the car before you buy. Something may be wrong with the car if the owner refuses to let you test drive it.

You are taking a risk when you buy a car right from the owner. You will usually have to pay cash. You cannot return it. You will want to check out the car completely. It is worth the time and money to have a mechanic (me-chan-ic) check out the car also. Make sure you can get a clear title to the car. A title is the legal paper that shows ownership. A clear title means the car is paid for. It is only legal to sell something you own. A title shows you own the car.

You have a few advantages (ad-van-tag-es) in buying a used car from a dealer. There are more cars to choose from at one place. There is usually a 30-day warranty (war-ran-ty). A warranty says the car will work for a certain amount of time.

Ask for the service record on a used car. A service record tells where it has been repaired and what has been done to it.

Check the following items about the automobile yourself.

- Paint is in good shape. Different shades mean the car has been fixed for some reason.
- Rust spots mean poor paint or poor care.
- Check all moving parts; radio, door, windows, etc.
- See if the emergency brake will hold on a hill.
- A car may have worn shocks and springs if it leans to one side.
- The number of miles on a car often says a lot about the car. A car that has been driven only 10,000 miles should be in good shape. A car that has been driven 70,000 miles will look pretty run down.

Make sure the car does not look run down for the number of miles on it. The number of miles can be changed. Be careful!

- Uneven wear on tires indicates the need for realignment or new steering parts.
- Check the car out on the road. Have a friend drive behind you. He/she can look for smoke or other problems.

CHECKLIST FOR A CAR

1. List the good and bad points of buying a car from the following places:

	Good	Bad
Car Dealer		
Newspaper Ad		
Friend or Relative		

2. What is a service record?

3. What things would you check on before buying a used car?

FINANCING

Look in the Red Book or Blue Book for the make and model. The make is the brand. Ford is a make of car. The model is a certain type of brand. A Pinto is a model by Ford. This book will give you the fair trade value (cost) of the car. This will give you a place to start for the price of the car. You can get the Red Book or Blue Book at libraries, banks, and car dealers.

Look in the newspaper to see what prices other people are asking for a similar car.

Bargain for the price of the car. The price asked is only the beginning point. Remember, extras (options) on the car and low mileage will drive up the price. You can ask for a better price if you are paying cash and not payments. Make the biggest down payment you can when you buy a used car. 30% of the total price is good.

Before you say yes, think about the cost.

$ cost $ = price of car + finance charges + cost of running car + ins. costs + tax costs

Following are places you can get car loans:

Credit Unions will lend to their members at 1% per month or in relation to the amount of money you have in savings.

Banks will loan as much as you have in your savings account. They do this at the interest your savings earn plus 1% per month. They also loan money at the going interest rates.

Small loan companies will often loan up to $2,500. Interest rates on used cars from small loan companies are high. They may be as high as 24 to 30% a year.

Automobile dealers can arrange a loan through an automobile finance company. You will pay extra interest for this kind of loan.

The place that lends you the money keeps the title to the car. They give it to you when you pay off the loan. The car can be repossessed (re-pos-ses-ed) and sold if you fall back on your payments. Repossess means to take back.

You must insure your car if you borrow money from any of the above places.

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FINANCING

1. How much can you afford a month for the total cost of a car?

2. Pick 2 newspaper ads for cars you are interested in. (tape below)

3. Can you afford either of these cars?

4. Can you pay cash for the car? Where would you borrow money for the car?

5. How much money can you borrow for a used car?
How much interest will you have to pay?

INSURANCE

What happens if you get in a car accident? You may not have the money to fix your car. The accident could be your fault. You may be asked to fix someone else's car. Where would you get the money? Most people don't have money for large repair bills. This is why you need to buy insurance (in-sur-ance). When you buy insurance you will receive a printed contract. This is called a policy (pol-i-cy). The policy will give you details of the coverage. It also tells the maximum (most) amount to be paid for different losses.

Buy enough insurance to cover any losses you cannot afford to pay. There are 3 major types of automobile insurance:

Liability Insurance is the most important. It protects you from losing money if you cause injury (in-jur-y) or damage to another person. It also pays if you damage someone else's car or their property. Liability insurance is divided into Bodily (bod-i-ly) Injury and Property (prop-er-ty) Damage Insurance. Bodily Injury is the most expensive item in the policy. It is wise to get enough coverage for $50,000-$100,000 for injury to one person, and $100,000-$300,000 per accident.

Comprehensive (com-pre-hen-sive) or Fire and Theft Insurance protects your car investment. Comprehensive covers loss from fire, theft, vandalism, windstorm, hail, flood, smoke, etc. as listed in the policy. Fire and theft insurance covers only these 2 items. You can share paying for your losses with the insurance company. Then your insurance will cost you less. Sharing payment is deductible (de-duct-i-ble) insurance. This means you pay the first $50,

$100, or $200 of the loss. Then the insurance company pays the rest.

Collision (col-li-sion) Insurance protects your car investment no matter who caused the accident. This type of insurance can be bought with the deductible clause. $100 deductible is usually the best way.

The amount and types of insurance you buy depend on how much your car is worth. You will need liability insurance even if your car is not worth a lot of money.

Do the following to choose auto insurance:

- Check several places to compare rates.
- Make sure the company is licensed in your state.
- Be sure of the types of protection you are buying.
- Try to find out what people think about the insurance company.
- Ask if the company has a habit of raising rates or cancelling the policy after an accident.

The following will affect the cost of your automobile insurance:

- Where you live
- Make, model and age of car insured
- Miles driven in an average year
- Age and sex of driver
- Kind of work the driver does
- Insurance company

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INSURANCE

1. Where would you buy auto insurance?

2. What types of auto insurance will you buy?

3. How much do you think it will cost?

REPAIRS

Service Calls

- Find out the service charge in advance.
- The repairman should make a good attempt to fix what is wrong for this charge.
- You will still have to pay the service charge even if the repair is easy to fix.
- The labor charge is a set amount per hour. Garages can tell in advance how long a certain job will take if they know the exact repair to be done. Parts cost extra.

Estimates (Good Guess)

Get 2 or 3 written estimates for major repairs. Compare them.

A written estimate should give a description of the repair. It makes clear what will be done.

It should have 2 prices: one for parts, and one for labor.

Set a top price. Tell the repairman to call you before he goes over his estimate.

If all the repair estimates are high, stay close to the amount the item is now worth. Decide whether the repair is worth it.

The Bill

Should be itemized - with each part listed separately.

Should show prices for each part listed and for labor.

Should be dated, signed and marked paid.

Should include any guarantee in writing you've been promised.

Former Owner Guarantees

Ask the former owner for all guarantees that still apply to the car. Examples of these are: on tires, battery, repair work or from the original dealer.

Complaints

Complain to the dealer. The dealer must repair or replace the guaranteed parts if the car is still in the warranty period (usually 30 days).

What if you think you have been ripped off? You should complain to the Chamber of Commerce, Better Business Bureau, or Consumer Complaint Agency. These places may take action to shows the public wrong doing by the car dealer. The car dealer may help you because he/she won't want people to know there has been a complaint.

The problem may be covered by a factory warranty. If so, take the car to the nearest factory representative car dealership.

Repairs

1. Should you ask for an estimate before you get your car fixed? Why?

2. Why should you save your repair bills?

3. Where would you complain about a used car rip-off?

Test Yourself

I. Match the following.

_____Buying Guide of Consumer Reports

_____Blue Book

_____Model

_____Options

_____Estimate

a. Extras

b. Contains car records

c. Good guess

d. Type of car

e. Fair Trade Values of used cars

II. What things make up the cost of running a car?

III. What are the 3 major types of auto insurance?

IV. List 5 things you should check yourself when you are looking over a used car?

V. List 3 things that should be on a bill for car repairs.

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EDUCATION IS A LIFELONG PROCESS
URBANA SCHOOL DISTRICT 116
ADULT EDUCATION PROGRAM

SURVIVAL SKILLS

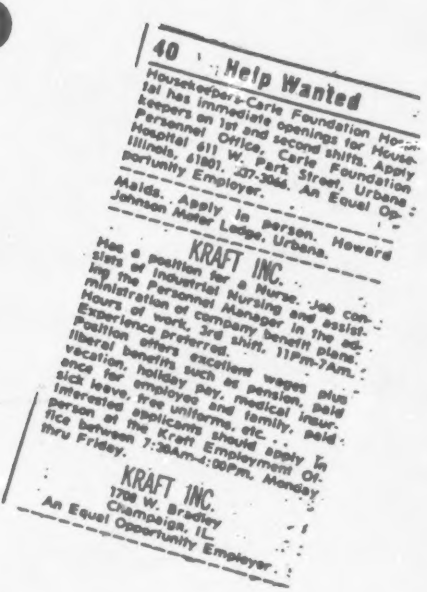
OCCUPATIONAL KNOWLEDGE UNITS

Job Leads
Job Applications and Interviews
Job Skills

Donald F. Muirheid, Chairman
State Board of Education

Joseph M. Cronin
State Superintendent of Education

JOB LEADS



40 Help Wanted

Housekeepers-Carle Foundation Hospital has immediate openings for Housekeepers on 1st and second shifts. Apply Personnel Office, Carle Foundation Hospital 611 W. Park Street, Urbana Illinois, 61801. 337-3066. An Equal Opportunity Employer.

Maids. Apply in person. Howard Johnson Motor Lodge, Urbana.

KRAFT INC.

Has a position for a Nurse. Job consists of Industrial Nursing and assisting the Personnel Manager in the administration of company benefit plans. Hours of work, 3rd shift, 11Pm-7Am. Experience preferred.

Position offers excellent wages plus liberal benefits such as pension, paid vacation, holiday pay, medical insurance for employee and family, paid sick leave, free uniforms, etc. . . Interested applicants should apply In person at the Kraft Employment Office between 7:30Am-4:00Pm, Monday thru Friday.

KRAFT INC.
1700 W. Bradley
Champaign, IL.
An Equal Opportunity Employer.

BY DOROTHEA B. STEVENS

pSs

PROJECT SURVIVAL SKILLS

INTRODUCTION

You want a job. Where do you start looking? Which jobs will you have the best chances of getting? What kind of work are you willing to do? These are a few of the questions this unit will help you answer.

WHAT CAN YOU DO 2
WHAT ARE YOU WILLING TO DO? 4
JOB LEADS 6
NEWSPAPER ADS 9
CHOICES 15
YOU CHOOSE 17
TEST YOURSELF 18
RESOURCES 19

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WHAT CAN YOU DO?

There are many jobs open. They may not all be desirable (de-sir-a-ble). You will want a job that will help you grow and develop (de-vel-op). This will prepare you for something better.

Fill in the following information sheet with your personal (per-son-al) data. Data means information.

PERSONAL DATA

Name________________________________ Social Security No.____________

Address____

Education

Elementary____

Secondary____

Other____

List the school course you liked the most. Explain why you liked it.

____

____

____

List the school course you disliked the most. Explain why you did not like it.

____

____

____

JOB EXPERIENCE

List any jobs you have had. Tell what you did on these jobs. These jobs may be summer, part-time, or home chores.

JOB	WHAT I DID

PERSONAL

What are your best abilities (a-bil-i-ties), talents or strong points?

What are your weak points? How do you overcome them?

How do you get along with other people? Think about parents, friends, teachers, bosses, and other people you know.

WHAT ARE YOU WILLING TO DO?

All of us have certain ideas about what we would like to do. Work is much better if it is something we enjoy. Look at the list of jobs on the next page. Your instructor will help to explain what each job is about. Fill in the Career Interest Survey below.

NAME______________________________ DATE________________

SCHOOL____

CAREER INTEREST	AREA	JOB
1st Choice		
2nd Choice		
3rd Choice		

My hobby interests are: 1.______ 2.______ 3.______

I have talked to someone who has a career I chose............................Yes____
No ____

I know about the kind of things a person would do in the career I chose.......Yes____
No ____

I would like to talk to someone about my career choice.......................Yes____
No ____

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CAREER INTEREST SURVEY

A. BIOLOGICAL AND AGRICULTURAL OCCUPATIONS

1. Agriculture Business
2. Farmer

[illegible] Agriculture Mechanic

4. Animal Production
5. Forestry-Conservation
6. Environmental Science
7. Horticulture
8. Research
9. Food Science
10. Other Biological/Agricultural Occupations

B. BUSINESS, MARKETING AND MANAGEMENT

1. Accountant/Bookkeeping
2. Banking Occupations
3. Computer/Data Processing
4. Personnel/Public Relations
5. Secretary/Receptionist/Typist
6. Switchboard Operator
7. Insurance/Real Estate
8. Sales Person
9. Marketing
10. Advertising
11. Graphics/Design
12. Architecture
13. Fashion Merchandising/Modeling
14. Other Business, Marketing or Management

C. [illegible]EALTH OCCUPATIONS

1. Dental Assistant/Hygenist
2. Dentist
3. Medical Technology
4. Nursing
5. Pharmacy
6. Physical/Occupational Therapy
7. Physician
8. X-Ray Technology
9. Psychiatrist/Psychologist
10. Dietician
11. Veternary Medicine
12. Medical Research
13. Public Health
14. Other Health Occupations

D. INDUSTRIAL OCCUPATIONS

1. Construction
2. Electrical
3. Plumbing
4. Heavy Equipment
5. Machinist/Tool and Die
6. Carpenter
7. Plumber
8. Air Conditioning/Heating

[illegible] Automotive Related Careers

10. Engineering
11. Manufacturing
12. Printing Occupations
13. Transportation-Air/Railroad/Trucking
14. Other Industrial Occupations

E. PERSONAL AND PUBLIC SERVICE OCCUPATIONS

1. Child Care
2. Social Work
3. Teacher/Counselor
4. Recreation/Coaching/Competitive Sports
5. Law Related Careers
6. Travel Related Careers
7. Beautician/Barber
8. Appliance/Jewelry Repair
9. Hotel/Restaurant Operations
10. Government Service/Politics
11. Police/Fire Protection
12. Military Service
13. Home Economics
14. Interior Design
15. Church Related Careers
16. Other Personal/Public Service Occupations

F. LIBERAL ARTS AND SCIENCES

1. Drama
2. Music
3. Speech
4. Literature
5. Art
6. Journalism
7. Media (Radio & Television)
8. Foreign Languages
9. Chemistry
10. Physics
11. Mathematics
12. Geology
13. Geography
14. History
15. Sociology
16. Political Science
17. Other Liberal Arts and Sciences

HOBBIES

a. Sports/Physical Fitness
b. Camping/Hiking/Boating
c. Cooking
d. Arts and Crafts
e. Sewing/Needlework
f. Music
g. Drama/Dance
h. Pet Care
i. Photography
j. Automobiles/Motorcycles
k. Model Building (cars, planes, etc.)
l. Woodworking
m. Volunteer Service
n. Hunting/Fishing
o. Games (cards, chess, etc.)

JOB LEADS

There are many ways to get leads on jobs. Many people use the want ads in the newspaper (news-pa-per). The newspaper is a good starting place. It lets you see what is open. It shows you who is hiring. What if you are interested in a job you see in the newspaper? Call as soon as you can. Remember, a lot of people are looking at the same ad.

Friends are another good way to find out about jobs. So are relatives (rel-a-tives). Let them know you are looking. Tell them what you want. They may see something. They may also know someone who can help.

The Yellow Pages of the phone book are helpful. They are a good way to get leads. You can see what businesses interest you. Then you can visit them. You can see if they need anyone. They may not need anyone. Leave your application (ap-pli-ca-tion) anyway. Something might open up. Many employers (em-ploy-ers) will remember someone who has shown extra interest. This is initiative (in-i-ti-a-tive). It means you take the first step. Good employers like it.

You may like working in a certain neighborhood (neigh-bor-hood). Walk around there. Many businesses advertise (ad-ver-tise) for help wanted in their windows.

File with the State Employment (em-ploy-ment) Office. They have many job leads. They also have counselors (coun-se-lors) to help you. What do you do after you sign up? You need to check with them weekly. You want to know if any jobs have come up. The State Employment Office sends cards with employment information. They are helpful. Do not just rely on them to find a job. You may become frustrated. They can give you other ideas to find a job on your own. The State Employment Office is a free service to you. It is paid for by tax dollars.

Private employment agencies can help you find a job. They find out just what you want. They look for a job to fit you. The problem is you have to pay for this help. It could be a lot of money. It is worth it if you like the job they find. If you don't like the job, you may want to quit. You will have to pay the money anyway.

Placement (place-ment) services are helpful, also. They have job leads. They can tell you places to go. Look for jobs through placement services in your community. Places to go that may offer this service are:

Chamber of Commerce
YMCA
Salvation Army
Schools

Many public places and businesses have bulletin (bul-le-tin) boards. These boards show lists of jobs. Some are jobs available. Some are jobs wanted. You can use these places to find out about jobs. Put a card up telling what you want.

Job Leads

Which job leads will you use to find a job?

What are the good points of using the State Employment Office?

What are the bad points of using private employment agencies?

Where can you place a request for the kind of job you want?

NEWSPAPER ADS

Newspapers use abbreviations (ab-bre-vi-a-tions) in their ads. Abbreviations are shortened words. Following is a list of some of these abbreviations. The words they stand for are given, too. You may not be sure about the meanings of some of these words. Ask your teacher to go over this list with you. Use this list to complete the exercise on the following page.

Ad. - Advertisement (ad-ver-tise-ment)
Ans. - Answer
Appt. - Appointment (ap-point-ment)
Attr. - Attractive (at-trac-tive), good looking
Bldg. - Building
Bus. - Business
Co. - Company (com-pa-ny)
Comm. - Commission (com-mis-sion)
Dept. - Department (de-part-ment)
Driv. Lic. - Driver's License
Eve. - Evening
Excel. - Excellent (ex-cel-lent)
Exp. - Experience (ex-pe-ri-ence)
F/T - Full Time
Gd. Sal. - Good Salary (sal-a-ry)
Hr. - Hour
Hrly. - Hourly

H.S. - You must be a high school graduate (grad-u-ate)

H.S. Grad. - You must be a high school graduate

Hskpr. - Housekeeper (house-keep-er)

Hswk. - Housework

Lic. - License

Lt. - Light, as in Lt. typing. You will not have to do much

Maint. - Maintenance (main-te-nance), upkeep of buildings

Mech. - Mechanic or mechanical (me-chan-ic-al)

Misc. - Miscellaneous (misc-el-lan-e-ous), made up of different parts

M-F - Monday through Friday

M/F - Male/Female

Mfg. - Manufacturing (man-u-fac-tur-ing)

Mo. - Month

Natl. - National (na-tion-al)

Nec. - Necessary (nec-es-sar-y)

Ofc. - Office

Oppty. - Opportunity (op-por-tu-ni-ty)

Ph. - Phone

Pref'd. - Preferred (pre-ferred)

P/T - Part-time

Pt. Time - Part-time

Per Hr. - Per Hour

Perm. - Permanent (per-ma-nent)

Per Mo. - Per month

Per Wk. - Per week

Ref. - References (ref-er-en-ces). People the employer can ask about how well you work.

Rel. - Reliable (re-li-a-ble)

Req. - Required (re-quired)

Sal. - Salary (sal-a-ry)

Temp. - Temporary (tem-po-rar-y)

Trans. - Transportation (trans-por-ta-tion)

Trk. - Truck

Typ. - Typing

Wk. - Week

Wkdys. - Weekdays

Wkly. - Weekly

W.P.M. - Words per minute you can type

Yr. - Year

Yrly. - Yearly

& - And

$$ - Dollars, money

Read the following ads. They are written with a lot of abbreviations. Under the ads are blank lines. Rewrite the ads by looking back on the list of abbreviations. Rewrite the ads using the whole words.

F/T Secretary needed in Champaign ofc. 50 wpm nec. Exp. pref'd. $600 per mo. Call for appt. M-F from 8-5. Ph. 384-3555.

____

____

____

____

____

Temp. position for accountant. Misc. tax work. Ref. req. Sal. acc. to exp. Perm. job possible. Apply wkdys Stevens & Co., Washington Bldg.

____

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____

____

P/T Restaurant work. Nat'l Hamburger Bus. Misc. duties. Eve. Hrs. $3.00 per hr. Rel. Trans. Nec. Must be H.S. grad. Excel. Oppty. Call McArnold's, 398-1357.

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A good help wanted ad tells you the important facts. It gives all the information you need to know about the job. The ad should tell how to find out more about the job. Good ads should have most of the following:

Place of Employment
Type of Work
Salary
Hours
Experience Needed
Phone Number to Call
Time to Call or Stop By

Read the following ads. Decide if the add if a good ad or a poor ad. Tell what information listed above is missing if the ad is poor.

HELP WANTED

START YOUR FUTURE NOW!!
Immediate entry level opening for either service or marketing representative with nationally known corporation. Excellent opportunity for a management minded person who wants to carve out their own future. Within the first 12 months without overnight travel.
- Must be at least 21 yr. old
- Must have high school diploma or GED
- Should have reliable transportation
- Full company benefits
- Company car or allowance provided for appointments

GET OFF DEAD CENTER. Phone today, this may be the opportunity you've been looking for. 356-5892 ask for James Fox. Equal Opportunity Employer MF.

Good______ Poor______

Missing Information:__________

____

____

____

ACCOUNTANT
COUNTY AUDITOR
Accounts Payable. Must enjoy working with numbers and people. Full time, $11,554 per year or ½ time $5.50 per hour. College degree or equivalent experience. Please send resume to Laurel Prussing, County Auditor, Court House, Urbana, IL 61801. Equal Opportunity, Affirmative Action Employer.

Good______ Poor______

Missing Information:__________

____

____

AVON
TO EARN GOOD MONEY
AS AN AVON REPRESENTATIVE
CALL GEORGIA BURKETT 359-2857
OR LIZ SURINA 1-643-1715

Good______ Poor______

Missing Information:__________

____

HELP WANTED

LUBRICATION

Experienced person to work on lubrication rack. Job consist of very light mechanical work. All fringe benefits. 5½ day week. Apply in person to Mr. Erickson at:

Worden Martin Inc.
100 Carriage Center, Champaign

Good______ Poor______

Missing Information:__________

____

____

____

Clerk for circulation department. Permanent, full time position, Monday-Friday, 8-4:30. Desirable qualifications: ability to write a clear business letter, knowledge of office procedure, type 40wpm. Phone 328-3870 for appointment. An equal opportunity employer. National Council of Teachers of English, 1111 Kenyon Road, Urbana.

Good______ Poor______

Missing Information:__________

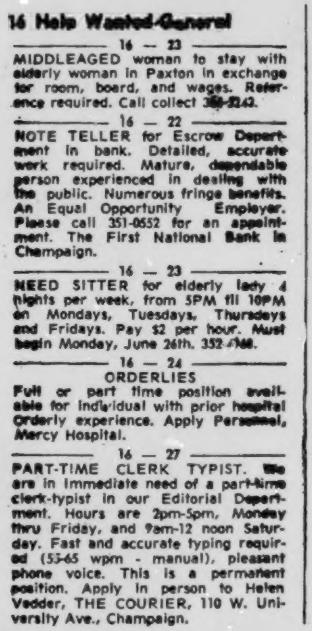
____

____

____

CHOICES

Mary just finished high school. She has worked part-time at Sears. She was a sales clerk. Mary took classes in typing and bookkeeping. Does she want to go on to the community college? Does she want to work? She doesn't know. Mary wants to make some money. She wants to buy a car. She wants her own apartment. Which of the following ads might be a good job choice for Mary? (Put checks by them and tell why these are good choices.)



16 Help Wanted-General

16 — 23

MIDDLEAGED woman to stay with elderly woman in Paxton in exchange for room, board, and wages. Reference required. Call collect [illegible]-3243.

16 — 22

NOTE TELLER for Escrow Department in bank. Detailed, accurate work required. Mature, dependable person experienced in dealing with the public. Numerous fringe benefits. An Equal Opportunity Employer. Please call 351-0552 for an appointment. The First National Bank in Champaign.

16 — 23

NEED SITTER for elderly lady 4 nights per week, from 5PM til 10PM on Mondays, Tuesdays, Thursdays and Fridays. Pay $2 per hour. Must begin Monday, June 26th. 352-[illegible].

16 — 24

ORDERLIES

Full or part time position available for individual with prior hospital Orderly experience. Apply Personnel, Mercy Hospital.

16 — 27

PART-TIME CLERK TYPIST. We are in Immediate need of a part-time clerk-typist in our Editorial Department. Hours are 2pm-5pm, Monday thru Friday, and 9am-12 noon Saturday. Fast and accurate typing required (53-65 wpm - manual), pleasant phone voice. This is a permanent position. Apply in person to Helen Vedder, THE COURIER, 110 W. University Ave., Champaign.

Gary dropped out of school five years ago. He has been working odd jobs since then. Now he wants to go back to school. He wants to get his high school diploma. Gary has to quit his construction (con-struc-tion) job. He needs time to go to school. They want him to work full-time and over-time most weeks. He wants to work less time. Which of the following jobs are good choices for Gary? (Put checks by these. Tell why they are good choices.)

16 — 23

FULL & PART TIME
BUS OPERATORS

The Champaign Urbana Mass Transit District will accept applications for future Bus Operator openings Thursday June 22 and Friday June 23 from 8 am to 5 pm. Individuals must be able to work 5 am to midnight, Monday through Saturday and all day Sunday. Starting salary is $5.10 per hour with a top rate of $6.37 per hour plus cost of living, in addition to numerous other benefits. Applicants must have an excellent driving record, be at least 21 years old, and have a valid Illinois driving license. Apply at 801 E. University Avenue, Urbana. No phone calls please.

An Equal Opportunity Employer.

16 — 22

LABORERS
NEEDED

Apply Monday thru Friday
9 AM to NOON

MANPOWER

109 N. Neil, C. 352-7875

CARLE FOUNDATION HOSPITAL has the following permanent full time openings:

1. Nursing Assistant must have training or experience.
2. Orderly—must have training or experience. Apply Personnel Office, Carle Foundation Hospital, 611 W. Park, Urbana, IL 61801. 337-[illegible]. An Equal Opportunity Employer.

16 — 21

CARRIERS needed for Champaign, Urbana and campus area. Deliver AM PAPER. Some choice S.W. Champaign Routes available. Call Gene Daniels. 356-6933.

16 — 21

CAB DRIVERS—CLEAN CUT
21 OR OVER. Apply in person
YELLOW CAB 202 E. University

16 — 25

CAN YOU hack it? Full and part time DRIVERS and dispatchers. Phone 356-TAXI.

16 — 27

PRODUCTION COORDINATOR

STRONG Verbal and written communication skills required. Must be able to organize and meet deadlines. College and graphic arts background helpful. Some clerical skills required. Needed immediately. Call Carol Rogers, McKnight Publishing Company, 309-663-1341. An Equal Opportunity Employer.

16 — 21

PART-TIME work with teenage children. Cunningham Children's Home needs male and female relief houseparents. Single or married. 1½ days per week. One 4½ day weekend per month. Contact Charles Harrison, 367-4064.

16 — 27

MAINTENANCE POSITION. Your experience in the general maintenance of apartments and knowledge of A-C and boiler systems can qualify you for a good salary plus fringe benefits. Apply at 2106 W. White Street or phone 359-3713 for an appointment.

YOU CHOOSE

Use the want ads as your job lead. Get a copy of your local newspaper. Pick three newspaper help wanted ads that apply to you. Cut them out. Tape them below. Tell why you have picked them.

108

TEST YOURSELF

I. List three job leads you can use to find a job.

II. Write the word that the following abbreviations stand for.

appt. ______________________ sal. ______________________

bus. ______________________ W.P.M. ______________________

exp. ______________________ temp. ______________________

hrly. ______________________ pref'd. ______________________

maint. ______________________

III. List three things that should be in a good help wanted ad.

109

RESOURCES

"Can I Get the Job?" Public Relations Staff/General Motors. Detroit, Michigan 48202.

"Sources for Job Leads" APL Curriculum/Project Choice. Urbana School District #116, Urbana, Il. 1976.

Stevens, Dorothea B. (A.P.L. Instructor and Curriculum Planner) Urbana School District #116. Urbana, Il. 1978.

EDUCATION IS A LIFELONG PROCESS
URBANA SCHOOL DISTRICT 116
ADULT EDUCATION PROGRAM

Job Applications and Interviews

BY Kathleen A. Rizzo

pSs

ROJECT SURVIVAL SKILLS

JOB APPLICATIONS AND INTERVIEWS

You go to the personnel (per-son-el) office. You are handed a job application (ap-pli-ca-tion). You fill it out. Then give it to an interviewer (in-ter-view-er). He/she will ask you questions.

Do you know what to write on the application? Can you give the correct information (in-for-ma-tion)? Can you answer questions about what you wrote?

These are some of the questions that will be covered in this unit. We will look at the job application. The different parts will be described. Then we will talk about the job interview.

APPLICATION 2
JOB INTERVIEWS.. 6
CHECKLIST..10
UNIT TEST 11

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Most job applications are printed forms. The job application has several parts. The first part asks general information about you. You may be asked to give:

-name and address, phone number
-Social Security (se-cur-i-ty) number
-date of birth, birth place
-race, sex, age
-type of job you desire
-salary
-date you can begin
-working hours

These items tell the employer why you have applied for the job. The next section asks your education background (back-ground). Here you are asked to name the schools you attended. Know their names, address, and cities, Know the dates you attended the school. Know when you graduated (grad-u-at-ed). These questions are asked. They give your employer (em-ploy-er) some ideas of your background. It may help him decide if you can do the job well. Did you finish school? If you have not finished school, list the last year you attended. Do not say you have finished school if you have not. This is wrong. You may write a comment telling why you did not finish school. But this is not needed. Are you still in school? Then, write still attending school in the space asking if you graduated.

Some applications may ask for your Professional (pro-fes-sion-al) License or Certificate (cer-ti-fi-cate). Nurses, beauty operators, truck drivers, and others are given licenses when they finish school. Do you have a certificate?

List the number and date issued in this section. Leave it blank if you do not have a certificate.

JOB EXPERIENCE

Job experience (ex-per-i-ence) is another part found on most applications. You are asked to list all your past jobs. Start with your most recent one. Here is where you can impress the employer. List jobs that apply to the one you are trying to get.

Here is an example

Mary graduated from high school 10 years ago. She has had four jobs since she left school.

Her first job was typing at the phone company. She worked there one year. Her second job was being a waitress. She did this for two years. She worked at Sears in the credit department (de-part-ment) for three years. Now she works at an insurance (in-sur-ance) company doing typing and filing.

Mary is applying to be a secretary at city hall. She is asked to list three past jobs. Which should she choose? WRITE your choices below.

1. ____

2. ____

3. ____

Mary's job at the phone company gave her some office experience. So did her jobs at Sears and the insurance company. These three are the jobs Mary should list on her application. The waitress job did not give her experience for office work. She does not need to list it.

Here is a good way to remember the jobs you should list. First, list the jobs that apply to the job you want to get. Then list other jobs you may have worked if there is any room left on the application.

Have you ever been fired from a job? Do not put it on your work record. Most employers will call to check your work record. They will talk with your past employers. Do you want to be recommended for the new job? List the employers you liked to work for and who liked you!

Write the name of the company, the address, the city, and the phone of all your past jobs. You need to know the date you started and finished. Know the name of your boss. You will be asked to describe your job. You might have to list the salary and why you left the job.

Be prepared. Have a list of your past jobs. Bring this with you to fill out the application.

REFERENCES

Most applications ask for references (ref-er-en-ces). You may list personal friends or people you have worked with. Do not use relatives (rel-a-tives) for references. Write the full names of the people. Know their addresses and phone numbers. Learn their correct business title if they have one. Most important, be sure to write the names of people who will give you a good reference.

Contact the people you use as references. Try to call them BEFORE you apply for the job if possible. Some employers will contact your references. They may be asked a few questions about you. Letting your references know you have applied for a certain job can help them answer questions.

Are there sections on the job application that do not apply to you? Do not leave them blank. Write the letters N/A. This means not applicable (ap-pli-ca-ble). This will tell the employer you saw the information but it did not apply. Leaving a blank section can give the employer the wrong idea. He/she may think you did not want to give the information asked.

Other information is asked on some applications. The information might be about

-your military (mil-i-tar-y) record
-citizenship (cit-i-zen-ship)
-income
-your address
-health

All of these questions are important. You may not see their connection (con-nec-tion) to the job. However, they are needed. They help the employer to judge your ability (a-bil-i-ty) to do the job.

JOB INTERVIEW

Have you finished your job application? Now you may talk with someone on the job. This person is an interviewer (in-ter-view-er). He/she may be your future boss. He/she may be a manager or personnel employee. Whoever it is, it's good to know what things they are looking for in you.

WORK TRAITS

Can you speak your ideas clearly? The interviewer may ask you questions. How well can you answer? Can you think quickly? He/she will take note of this. Do you speak clearly? Or do you mumble and slur your words? Speak clearly. Use correct words. Avoid slang terms.

Understanding of the job - An interviewer will notice how quickly you understand things. He/she wants to hire someone who catches on quickly. Do you have new ideas? Can you bring up solutions to problems?

Accepting responsibility (re-spon-si-bil-i-ty) - You may understand the job. Understanding isn't all. Do you know what needs to be done? Are you willing to do it? These are things the interviewer might ask.

It is important to do what you are hired to do. Some employers like to see you do more than your job. They look for this kind of person. They want a person who likes to get involved in the job.

Leadership - Can you give directions to others? Will they understand what needs to be done? Giving clear directions is important. It is especially important in a management (man-age-ment) position. Being a leader means more than just telling people what to do. They must WANT to do it.

Are you able to change with the job? Will you change where you work? Will you change the hours you work? Will you change what you do at work? The interviewer may ask this.

Handling Conflict - Can you deal with stress? Most jobs, at some time, may put a worker in a problem situation. You may need to make a difficult decision (de-ci-sion). Can you keep your cool? This is an important trait.

THE INTERVIEW

The interview is a meeting. You talk with the employer. He/she gathers information about you from your job application. He/she also asks some questions. You get information about the employer. Ask about the work conditions (con-di-tions) and the job. Do not be afraid to ask questions. You have a right to know what is expected of you on the job.

Here is a guide for job interviews:

1. Sell yourself - Talk about your strong points. Make the employer think you are right for the job.
2. Be honest - The employer could find out if you lie about something. You might not be hired.
3. Be yourself - A job interview can be scary. You might be nervous. That's normal. You should try to be calm. Act natural. Control your feelings. This doesn't mean you should be a fake. Don't put up a front. The employer can tell if you're acting like someone you are not. You can be yourself, but be your best self.
4. Answer all questions to the point. Say more than just a yes or no. Give some details.
5. Speak well of your past employers.
6. Ask about job responsibility, hours, and salary. Also, ask about benefits. Will you need special equipment for the job?

Now you know what to expect at the interview. Here is how to prepare for it.

1. Find out the exact time and place of the interview. Be on time.
2. Know the name of the interviewer, if it has been given to you.
3. Be sure you are neat and clean.
4. Use a firm grip to shake hands with the interviewer. This can make a good impression.
5. Look alert. Sit straight in the chair. Look the interviewer in the eye while you are speaking.
6. Sit calmly. Do not appear nervous. Try to control your nervousness.
7. Speak clearly. Use a voice the interviewer can hear. Remember, he/she will be listening to how you express your ideas.

Things to Remember

Here is a checklist of things to bring when filling out a job application.

— **list of schools you attended**

address
date you attended
date you graduated

— **list of past jobs**

name of company
address, city and phone number
supervisor
dates you worked
job duties
salary
why you left jobs

— **list of references**

names, address, phone number
business title
place of business
how long you have known the person

— BE SURE TO CONTACT YOUR REFERENCES.

CHECKLIST FOR JOB INTERVIEW

______ Know place and time of interview

______ Be on time

______ Bring list of references, education background, and job experiences

______ Dress neatly

______ Sit calmly

______ Speak clearly

______ Most of all---BE YOURSELF.

UNIT TEST

1. List three items you may find on a job application.

   1. ______________________________

   2. ______________________________

   3. ______________________________

2. What will you list under the education section of the job application? List 3.

   1. ______________________________

   2. ______________________________

   3. ______________________________

3. Which jobs should you list in the job experience section of the application? ______________________________

   ____

   ____

4. What people make good references? ______________________________

   ____

   ____

5. What important thing should you tell your reference?

6. What is a job interview? What happens at a job interview?

7. List three ways to prepare for a job interview.

8. Complete the job application. Show it to your instructor.

Application For Employment

Fill out the following application.

Show it to your instructor when you have completed it.

AN EQUAL OPPORTUNITY EMPLOYER

LAST NAME FIRST MIDDLE

SOCIAL SECURITY NO.

PRESENT ADDRESS CITY STATE ZIP

TELEPHONE NO.

PERMANENT ADDRESS CITY STATE ZIP

TELEPHONE NO

POSITION APPLIED FOR

HOW WERE YOU REFERRED TO THE HOSPITAL?

DATE AVAILABLE FOR WORK?

RELATIVES OR FRIENDS EMPLOYED IN THE HOSPITAL:

HAVE YOU EVER BEEN EMPLOYED BY THIS HOSPITAL?

WILL YOU ACCEPT PART TIME WORK?

LONG RANGE OCCUPATIONAL GOALS:

WILL YOU ACCEPT TEMPORARY WORK?

SPECIAL SKILLS YOU POSSESS:

SHIFT OR HOURS YOU CAN WORK: ○1st ○2nd ○3rd

EDUCATION

SCHOOL BEGIN WITH HIGH SCHOOL	FROM	TO	DEGREE/ DIPLOMA	DATE RECEIVED	MAJOR FIELD	YEARS COMPLETED
HIGH SCHOOL						
COLLEGE						

OTHER: BUSINESS COLLEGE OR OTHER SPECIAL COURSES—INCLUDE MILITARY TRAINING AND ANY CONTINUING EDUCATION COURSES TAKEN IN YOUR PROFESSIONAL FIELD

TYPING: APPROX. WPM SHORTHAND: APPROX. WPM

LIST BUSINESS MACHINES OPERATED

PROFESSIONAL LICENSES AND/OR CERTIFICATIONS VERIF.

TYPE	STATE ISSUED	DATE	NO.	
TYPE	STATE ISSUED	DATE	NO.	
TYPE	STATE ISSUED	DATE	NO.	

AREA OF SPECIALIZATION OR MAJOR INTEREST:

REFERENCES LIST OF PERSONAL OR BUSINESS REFERENCES WHO ARE NOT RELATIVES

NAME	COMPANY & ADDRESS	PRESENT TITLE	TELEPHONE

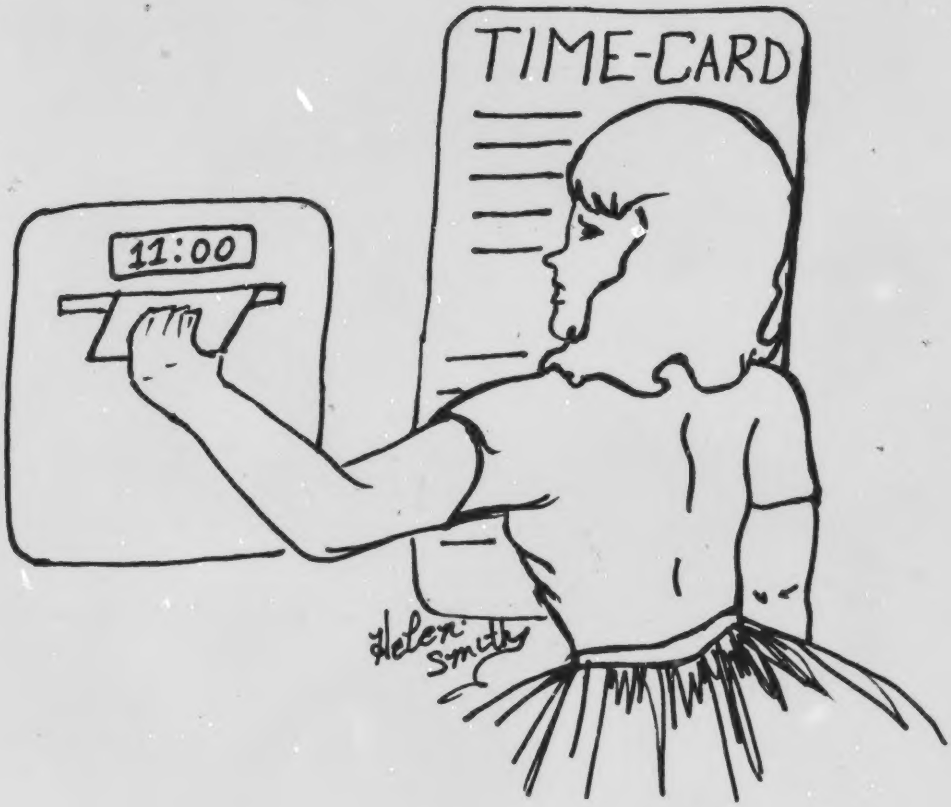
References

Executing the Job Search. Office of Career Development & Placement, East Lansing, Michigan.

Serving the Job. Office of Career Development and Placement. East Lansing, Michigan.

So You're Looking for a Job? College Placement Council, Bethlehem, P A , 1975.

JOB SKILLS


TIME-CARD
11:00
Helen Smith

BY LINDA E. SCHIMDT

pSs

PROJECT SURVIVAL SKILLS

INTRODUCTION

Have you ever been out looking for a job? It usually makes people very nervous to look for a job. But what happens if you get a job? The first day can make you pretty nervous, too. People might feel a little better if they had some hints about how to act on the job when they get one. This unit is all about how to act when you get a job. It may also help you keep a job longer by pointing out some mistakes you don't want to make.

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COUNTING ON YOU

Now you have a job! What are some important things you should think about? Of course you want to do a good job. What are some of the points to think about so you can do a good job? The first thing to think about is that your employer (em-ploy-er) is counting on you. The employer is the person (or company) you are working for. He or she has hired you because there is a job for you to do. The job may be checking out groceries, driving a truck, or helping sick people in a hospital. The job is important no matter what it is. Your employer hired you because the job is important.

You must be dependable (de-pend-a-ble). That means the people you work for can rely on you. They rely on you to be at work every day. They rely on you to be on time. They rely on you to do the job you were hired to do. The people you work with also depend on you. They depend on you to come to work, to get to work on time and to carry your share of the load at work. If you don't do your share the people you work with must work harder to make up for you. If you don't come to work on time you may hold someone else up. Let's say you work on the three to eleven shift. Other people work on the seven to three shift. One of those people may not get to go home at three o'clock if you are late. They may have to stay to do all your work until you get there. This really isn't fair. When you don't come to work at all, the work may not get done. This means someone may have to work harder the next day or your employer may lose money. Both of these may happen. This isn't really fair either.

Your employer can count on you if you are dependable. Your fellow workers can also count on you if you are dependable. Remember:

1) Be at work when you are supposed to be.

2) Always be on time.

3) Do the job you were hired to do.

Fill in the missing word in the paragraph below. This is from "Counting On You".

A good employee is ____________________. This is important because the people you work for ________________ on you. You are hired to do a ____________________. It is ____________________________ or your boss would not have hired you. Your fellow ______________________ also __________________________ on you. They expect you to do your _______________________ of the ________________________. They may have to work ________________________ if you don't do your job.

Answer these two questions from "Counting On You". You may write the answers or discuss it with your instructor.

1. What does being dependable mean?

2. Pretend you are a boss. One of your employees is late. Another employee has worked his/her shift. That person is waiting to go home. There is no one to do the job. The person who is supposed to do it is late. What would you do as the boss? Why?

YOUR ATTITUDE

We have talked about going to work when you are supposed to, being there on time and doing your job. These things are all important. There are some other things to think about that are also important. A lot of what we are going to talk about is called attitude (at-ti-tude). Attitude is how you feel about something. In this case it is how you feel about your job. Often attitude shows. People can tell if you have a good attitude or a bad attitude about something.

Would you like to have some suggestions for showing you have a good attitude on the job? Here are some ideas:

1) Listen carefully to directions (di-rec-tions). Your boss or your fellow workers will tell you what you are supposed to do. They will also tell you the best way to get it done. Listen carefully. Show that you are interested in what they are saying. This shows a good attitude about your work.

2) Another way to show good attitude is to be willing to cooperate (co-op-er-ate) with the people you work with. Someone you work with may need help lifting something. They may want to know how you would figure something out. Your boss may ask you to stay an extra hour to finish up some work. You should cooperate whenever you can. This shows a good attitude about your job. Cooperation (co-op-er-a-tion) shows you want to do well.

3) The last thing to think about is getting along with others. Sometimes you will really like the people you work with. Other times you may not like the people you work with. Often you may have to ignore your feelings about the people you work with. You are at work to do a job. You should not let your feelings get in the

way of your work. This is not always easy but it shows a healthy attitude about work. An employee who works well and gets along with others is twice as valuable!

Read the following story. See if you can make some suggestions for John. Discuss these with your instructor.

John started a new job about a week ago. He is working as a stock person in a hardware store. This means he is putting the price on items. He also stacks tools and building supplies on the shelves. John's boss told him the work must be done quickly. Also, every item must have the correct price. John's boss tells him that Tom will help him. Tom is another stock person. He has been at the hardware store for over a year. Tom is younger than John. This bothers John. He does not like Tom telling him how to do the work. John decides he will do the work in his own way. John's boss gets angry when John keeps making mistakes on prices. The boss also says John is not fast enough. What mistakes has John made? What can John do to save his job?

HOW YOU LOOK

Would you want to work with someone who smelled bad? Would you want to be served in a restaurant by someone with dirt under their fingernails? Most of us would not like this. The way you take care of yourself is called appearance (ap-pear-ance). Appearance tells people a lot about you. A neat appearance tells people you care about how you look. Often this tells people you care about work, too. This is most important if your job has to do with working around people. An employer in a department store would not want you selling goods if you did not look neat and clean. Most customers would not want to buy something from a sloppy sales clerk.

A neat person does not have to look like a fashion model. You do not have to have the latest styles. The important thing is for your clothes to be clean and pressed. Your clothes should also be the kind of clothes that are right for your job. A pair of blue jeans and a T-shirt would not be right for working as a sales clerk. Jeans would be right for working in a park. Don't be afraid to ask your employer what is right. He/she will be glad to tell you what clothes are best for your job. Some jobs make the employees wear a uniform (u-ni-form). This means you don't have to decide what to wear. You must keep a uniform as neat as your clothes. Remember that how you look says something about you. It also says something about the people you work for. Your appearance is important to you and your employer.

On the next page is a list of things to check. Some of these are things you do all the time. Other items on the list may be things you have not thought about. Remember - other people look at you. Check yourself out before they check you out.

YOUR APPEARANCE
CHECKLIST

Look at the questions below. You do not have to answer these in the book. Keep track of the answers for yourself on another sheet of paper.

_____ yes	_____ no	Do I take a bath every day? (A good deodorant helps you to stay fresh too).
_____ yes	_____ no	Do I brush my teeth every day?
_____ yes	_____ no	Do I check to make sure my hands and fingernails are clean?
_____ yes	_____ no	Is my hair clean and neat? (Hair is different for every person. Some people only need to wash it once a week to look good. Other people need to do it almost every day).
_____ yes	_____ no	Are my clothes clean and fresh smelling?
_____ yes	_____ no	If my clothes are wrinkled, do I iron them?
_____ yes	_____ no	Are my shoes clean and polished?
_____ yes	_____ no	Are my clothes the right thing to wear for my job?
_____ yes	_____ no	Would I want to buy something from someone that looked like I do now?
_____ yes	_____ no	Would my boss be pleased with my appearance right now?

Did you answer "yes" to all the above questions? If you did not, look in the mirror. You may find something you want to work on. If you did answer yes to all the questions you are on the way to being ready for a good job.

WATCHING OUT FOR YOU

We have been talking about three important ideas concerning jobs. One of those was the idea of being dependable. A good employee is someone you can count on. Another idea was having a good attitude on the job. Your feelings show about the work and others. The third idea we talked about was appearance. Looking good looks good for you. When you pay attention to all these ideas you show you are interested in doing well. You must also watch out for yourself. There are certain things that you want to be sure your employer does for you.

There are some important things to make sure your employer informs you about. First, it is important that your employer gives you a job description (de-scrip-tion). This is often a written statement that explains exactly what your job duties are. This is good to have. It helps you to remember what your duties are. It also helps your boss to remember exactly what you are to be doing. An employer who hires many people may sometimes forget who is doing what. If you ask for a job description it will help you and the boss, too.

A second item to ask about is benefits (ben-e-fits). Benefits are things like sick days, vacation, and insurance. Some places you might work would pay your wages even when you are sick. There is almost always a limit to how many sick days you can have. At other places you will only be paid if you are at work. You are not paid even if you are sick. Find out if you get sick days or not. If you do get sick days, find out how many you are allowed to use.

Vacation days may be like sick days. Some places you work may give you a paid vacation. Other places may give you time off but they will not pay you when you are not there. Make sure you find out what kind of vacation you get. You may also want to ask if there is a certain time you must take your vacation. Some businesses (busi-ness-es) close down for a certain period of time. All employees go on vacation at the same time. You should also check this out.

Another benefit to check on is holidays (hol-i-days). Many businesses close on holidays. You may be paid for holidays or you may only be given time off. Sometimes you are paid extra if you work holidays.

The last benefit to ask about is medical insurance (in-sur-ance). This is also the most important benefit to find out about. Medical insurance pays for large hospital and doctor bills. Many times you do not count on yourself or someone in your family getting really sick. It costs a lot of money these days to be in the hospital. Most people do not have this kind of money. That is why you need insurance. Insurance pays most of these big bills. You pay only a small amount. Most large businesses offer their employees insurance. Make sure you ask your boss if you get insurance.

Some businesses also offer life insurance to their employees. This means that if you die your family would get a certain amount of money. This can be very important if you are the only one earning money for your family. Check with your boss about life insurance. Your employer may pay the total cost for this insurance. He/she may only pay part of the cost of this insurance. You may be asked to pay part of the cost yourself.

The last item to watch for is your paycheck. We all work because we need an income. Your paycheck is the money you earn for working. Most workers are paid by the hour. Let's say you earn $3.00 an hour. Your pay will be $3.00 x the number of hours you work. If you work 40 hours a week you will earn $3.00 x 40 or $120.00 a week. But you won't get $120.00 of pay. Certain items are taken out of your check. Taxes and retirement are two things that will be taken out of your check. Other things that will be taken out vary. Often what is taken out of a check depends on where you work. Some places may take out money for union dues. Others may take it out for extra insurance. The total money you make is called your gross pay. The amount you get when you cash the check is all your net pay. Net pay is often called take home pay.

Do all these items sound confusing? Well, they are confusing. So what can you do? How can you be sure your check is right?

Watch these things to make sure your check is right.

1) Make sure you know how much you are paid an hour.

2) Make sure you know how many hours you worked.

3) Find out what other things are taken out of your check.

4) Look at your check closely. Make sure all the numbers look right. You might want to do some math to make sure the check is right. You will get a chance to figure out a check on the next page.

Remember that people do make mistakes. Watch your paycheck. You don't want someone's mistake to cost you money. Don't cash your check if you think it is wrong. Take it to your boss and tell him/her that you think there is a mistake. He/she will take care of it.

Match the terms in Column A with the phrases in Column B. The terms come from "Watching Out For Yourself".

1. _______ sick days
2. _______ medical insurance
3. _______ job description
4. _______ vacation days
5. _______ life insurance
6. _______ holidays

a. money that will be paid to your family if you die
b. times you may be paid extra for working
c. you may or may not be paid on these days
d. tells what your duties are at work
e. pays large hospital bills
f. there is a limit to how many of these you can have

Mary works at a law office. She answers the phone and does typing. She earns $5.00 an hour. Last week she worked 30 hours. How much is her gross pay?

(Multiply Mary's hourly pay by the number of hours she works.)

Mary has $32.25 taken out of her check for F.I.C.A. She also has $17.62 taken out for insurance. What is the total amount of money taken out of Mary's check?

How much net pay will Mary bring home?

REVIEW

This review is for you to check yourself. It will help you to see how well you understood this unit, DOING A GOOD JOB.

Pretend you are starting a new job today. You have been learning how to do a good job. List ten ideas that are important to doing a good job.

EXAMPLE - Showing up for work on time.

1.

2.

3.

4.

5.

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6.

7.

8.

9.

10.

RESOURCES

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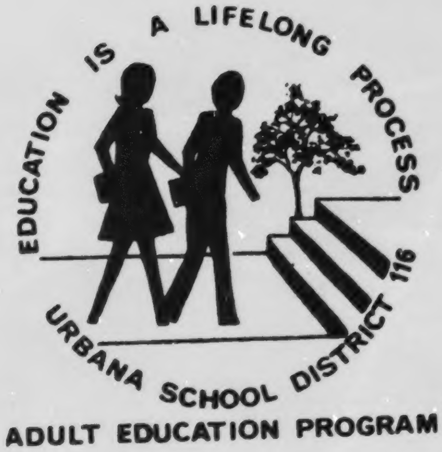
EDUCATION IS A LIFELONG PROCESS
URBANA SCHOOL DISTRICT 116
ADULT EDUCATION PROGRAM

SURVIVAL SKILLS

HEALTH UNITS

Community Health Services
Birth Control
Parenting Skills
First Aid
Nutrition

Donald F. Muirheid, Chairman
State Board of Education

Joseph M. Cronin
State Superintendent of Education

COMMUNITY HEALTH SERVICES

You make the Choice

pSS

ROJECT SURVIVAL SKILLS

KATHLEEN A. RIZZO

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People are healthy most of the time. No one likes to be sick. What happens if you get sick? Do you know WHERE to go for service?

There are many community (com-mu-ni-ty) health services (ser-vi-ces). They are all around you. Their job is to serve your health needs. You can find community health services in the phone book. Look in the Yellow Pages. Look under social (so-cial) service organizations (or-gan-i-za-tions), hospitals (hos-pi-tals) or clinics (clin-ics).

Community health services employ many people. They know about one health problem or many. Knowing about the services can help you pick the right one to use.

This unit talks about community health service in your area. It will tell how the service works. Read the unit. Do the lessons. Knowing about community health services may keep you healthy.

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2. Clinics
3. Nursing Homes
4. Public Health Department

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1. Voluntary Health Agency - Diseases
2. Mental Health
3. Drugs - Alcohol
4. Emergency

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GENERAL HEALTH CARE

HOSPITALS

A hospital is a community health service. It offers a wide range of help. You can use the services of a hospital all your life.

A hospital offers help to sick persons. It is a place for them to stay. Here they can regain their health. A hospital also serves healthy people. You can get X-rays and blood tests in a hospital.

The emergency room of the hospital offers you service. Here you can receive emergency care. Is your doctor out of town? Is it too late to call the doctor? Come to the emergency room for help.

Assignment: List below 3 ways a hospital can help you.

1. ______________________________
2. ______________________________
3. ______________________________

CLINICS

A Clinic is a group of doctors. The doctors join together to practice medicine (med-i-cine). You may visit more than one doctor at the clinic. Doctors in a clinic often specialize (spec-ial-ize). A doctor who specializes treats one part of the body. Patients with a certain disease may need to see a specialist.

NURSING HOMES

A patient leaving the hospital may still need medical care. This person can go to a nursing (nurs-ing) home. Nursing homes care for those who cannot care for themselves. Old people are often put in nursing homes for this reason.

Assignment:

1. What is a Clinic?____
2. Who can get care in a Nursing Home?__________________________
____

PUBLIC HEALTH DEPARTMENT

The Public Health Department helps protect your health. It is supported by your taxes. It serves you in many ways. The Public Health Department offers free medical and dental (den-tal) care. Vaccinations (vac-ci-na-tions) and other shots are given at the Public Health Department. These can protect you from disease.

The Public Health Department also gives free physical (phys-i-cal) exams for children.

Assignment: List 3 services of the Public Health Department.

1. ____
2. ____
3. ____

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"Services For You to Choose" Outline

Hospitals

1.
2.
3.

Clinics

1.
2.
3.

Nursing Homes

1.
2.
3.
4.

Public Health Department

1.

THINGS TO DO: Fill in the outline above. Use agencies in your community. Your instructor will help you. Then choose one Community Health Organization from each of the 4 areas. Look up the phone number and address for each. Keep this list. You may need it someday.

Community Health Organizations List

Name________________	Name________________
Address______________	Address______________
Phone_______________	Phone_______________
Name________________	Name________________
Address______________	Address______________
Phone_______________	Phone_______________

Where Can They Go for Help

Directions: Apply what you have read to these stories. Fill in the blank with a choice written below.

CHOICES:

a. City Hospital
b. Public Health Clinic
c. County Nursing Home
d. Storefront Health Center

1. Mary's daughter has stepped on a rusty nail. It is 10:00 AM Sunday morning. The family doctor is out of town. Where can Mary take her daughter?____

2. Jim has a sore throat, cough, and sneeze. His doctor wants to see him. Where does he go?________________________________

3. Joe, age 65, has just come back from the hospital. He had open heart surgery. Joe's doctor said that he needs bed rest and medical attention. Where can he find this?____.

4. Carol's baby is a year old. Carol is new in town. She has no family doctor. She wants her baby to have a physical exam. Where can Carol take her baby?____

Vocabulary: The following words may be seen in health related material. Study these. Know what they mean.

specialize (spec-ial-ize) -- to know or study about one or a few areas.

A dentist specializes in the care of teeth.

vaccination (vac-cin-a-tion) -- to place a harmless material into the body. It will protect a person from illness or disease.

Mary received a swine flu vaccination last winter.

communicable (com-mun-i-ca-ble) -- a disease that can be passed by physical contact.

Measles is a communicable disease.

FILL IN THE BLANK: From the vocabulary words listed above, pick the word that finishes the sentence.

1. John enters school next year. He will receive a ________________ that will guard him against polio.

2. Flu is a ____________________ disease that is passed by contact with another person.

3. A pediatrician is a doctor who ____________________ in the treatment of babies and young children.

SPECIAL HEALTH PROBLEMS

Sometimes a doctor or hospital cannot help you with your problem. It may be a special problem or need. You may need care from people trained in that area of health care. The problem may not be a serious one. It may still need attention.

There are special community health centers that help people with these special needs. The next section will describe these centers. These special services work to make life more comfortable. They help you care for a disease or health problem.

Treatment and medicine are not given out at most of these special community health centers.

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VOLUNTARY HEALTH AGENCY

Each voluntary (vol-un-tar-y) health agency centers its service around one disease. Voluntary means people give their time without being paid. These centers give you information about the disease. A voluntary health agency may also send people to hospitals or doctors for treatment. Do you have questions about a disease or health problem? Call the voluntary health agency.

Here are some of the voluntary health agencies in your town:

- American Cancer Society
- American Heart Association
- Lung Association

MENTAL HEALTH CENTERS

Even if your body may look healthy, you may not be well. Your mind also needs to be healthy. Mental Health Centers have staff trained to help people solve their emotional problems.

ALCOHOL-DRUG ABUSE CENTERS

Many adults drink alcohol (al-co-hol). They see drinking as a legal and social right. Drinking can be a problem for some people. Misuse of alcohol can make you ill. It can lead to alcoholism (al-co-hol-ism). Alcoholism is a sickness. People who abuse (a-buse) alcohol are called alcoholics.

There are several alcohol abuse centers in town. Here are their names:

- ________ County Council on Alcoholism
- Alcoholics Anonymous
- Salvation Army

Drug abuse is another problem. It is not always noticed right away. The signs are often hidden by other health problems. Drug abuse centers help people with drug problems.

EMERGENCY SERVICES

Each community is ready to meet an emergency (e-mer-gen-cy). The emergency services help in a medical emergency. Call the emergency service when you cannot get to the doctor.

You can get emergency services from the:

- Police
- Fire Department
- Ambulance Service
- Hospital Emergency Room
- Rape Hot Line
- Crisis Line for Youth

Assignment:

Look up the address and phone of each agency below. What special health problem do they handle? Write it next to the name of the center. Show this to your instructor.

1. American Cancer Society
2. ________ County Mental Health Center
3. ________ County Council on Alcoholism
4. Emergency Police Ambulance
Fire Hospital ER
(Emergency Room)

SPECIALITIES

A doctor learns about many health problems in school. The doctor may become interested in one area. He/she may begin to treat patients with one special problem. A doctor who does this work is called a Specialist. The doctor may specialize in the care of one or many of body functions.

Listed below are names of some specialists. Look at the health problems they treat:

Allergist (Al-ler-gist) -- A doctor who specializes in the care of patients with allergies (al-ler-gies) or hay fever.

Dermatologist (Der-ma-tol-o-gist) -- A doctor who specializes in the care of the skin; he may treat acne (ac-ne) or skin rash problems.

Ophthalmologist (Oph-thal-mol-o-gist)A doctor who specializes in the care of the eyes.

Podiatrist (Po-di-a-trist) -- A doctor who specializes in the care of the feet.

Pediatrician (Pe-di-a-tri-cian) -- A doctor who specializes in the treatment of babies and young children.

Gynecologist (Gyn-e-col-o-gist) -- A doctor who specializes in the treatment of women.

Neurologist (Neur-ol-o-gist) -- A doctor who treats disease of the nerves.

Surgeon (Sur-geon) -- A doctor who performs surgery.

General (Gen-er-al) Practioner (Prac-ti-tion-er) -- A family doctor who gives examinations and treats most minor illnesses.

Psychiatrist (Psy-chi-a-trist) -- A doctor who treats mental and emotional problems.

MATCHING -- Doctor with Specialty

1. Pediatrician
2. Gynecologist
3. Surgeon
4. General Practitioner
5. Neurologist

a. Treats disease of nerves
b. Treats most minor illnesses
c. Performs surgery
d. Treats women's problems of reproductive system
e. Treats babies and young children

FILL-IN BLANKS Key Words Underlined

Allergist
Ophthalmologist
Podiatrist
Dermatologist
Psychiatrist

1. The treatment of mental illness is the specialty of a ____________________.
2. Mary takes her son to the ________________________ to have his eyes examined.
3. George sneezes when he pets his neighbor's dog. He can visit the ________________________, the doctor who specializes in allergies.
4. Henry has acne. He wants help. He should visit a ____________________.
5. If you have a corn on your toe, which doctor would take it off? A __________________________ is a doctor who specializes in care of the feet.

REVIEW

You have learned about different Community Health Services in this unit. You know the ones that give general health care:

- hospitals
- clinics
- nursing homes
- public health departments

You know the ones that care for special health problems. The special health problems may be:

- diseases
- mental health
- drug or alcohol problems
- emergency needs

You have learned about doctors and their specialties.

Now.....it's time for you to Make a Choice!

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BIRTH

CONTROL

BY SUE GARTON

pSs

PROJECT SURVIVAL SKILLS

INTRODUCTION

Do you want to be a parent? Could you support a child?

Family planning thinks about these questions. It allows a couple to plan their family. It lets them choose how many children they want. It allows every child to be a wanted child. It can help families have a better life.

Family planning involves the use of birth control. These methods are described in this unit. Read about them. Think about them. Then make your choice about family planning. Do what seems right for you.

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WORDS TO KNOW

These are some words you need to know before we talk about birth control.

Egg - female sex cell. These eggs are very small. One egg is about the size of a pinpoint!

Sperm - male sex cell. A sperm looks like this. They are very small. They leave the body in a liquid called semen. One teaspoon of semen contains about 500 million sperm.

Fer-ti-li-za-tion - when sperm and egg join to form a new life.

Fertilization requires one egg cell from the woman's body and one sperm from the man's. When fertilization occurs, the woman is pregnant.

1. Match the word with its meaning.

_____sperm

_____egg

_____fertilization

A. when egg & sperm join to form a new life.

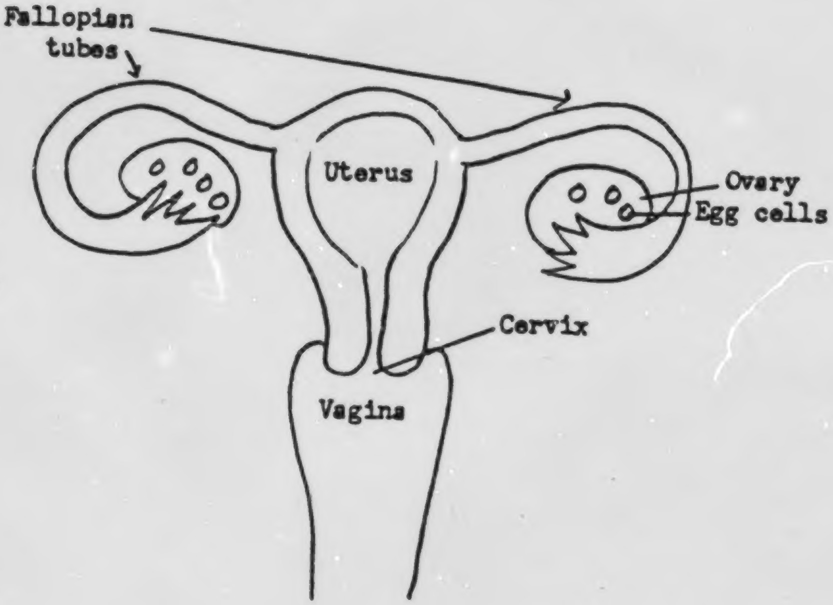
B. male sex cell

C. Female sex cell

2. Write a sentence using the word fertilization.

FEMALE STRUCTURE

Look at the female structure below.


Fallopian tubes
Uterus
Ovary
Egg cells
Cervix
Vagina

WORDS TO KNOW

(Men-stru-a-tion) - normal flow of blood from the uterus. It occurs every 28 - 30 days.

(U-ter-us) - womb; muscular organ. The fertilized egg grows into a baby inside the uterus.

(O-va-ry) - female gland that contains egg cells.

(Fal-lo-pi-an) tube - tube from ovary to uterus.

Cervix - lower part of the uterus.

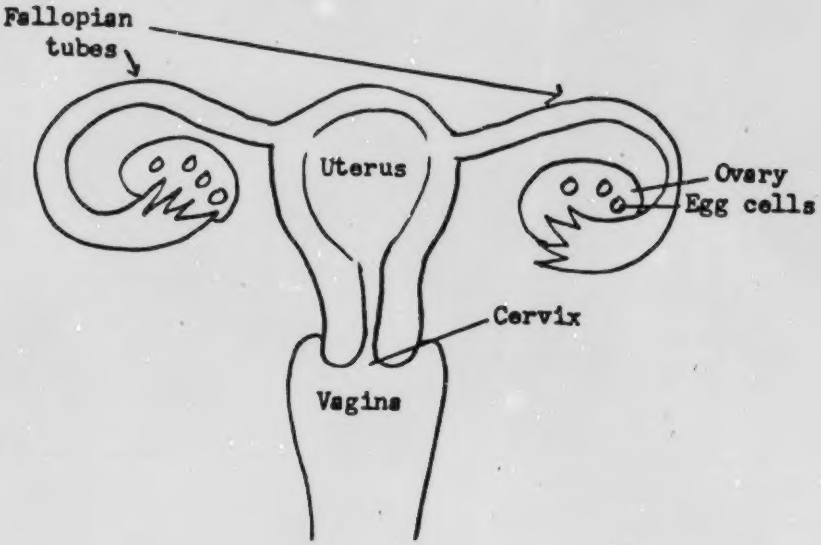
(Va-gi-na) - passage from uterus to outside of body.

(O-vu-la-tion) - when the egg cell leaves the ovary.

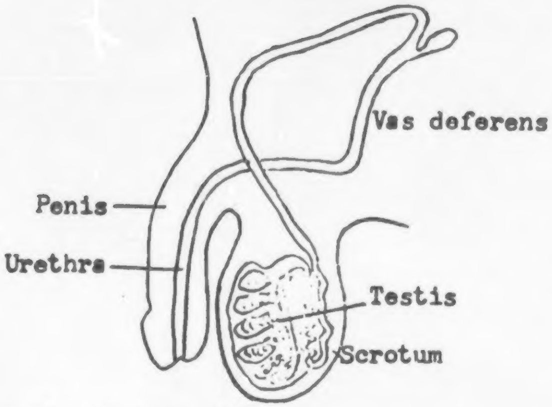
Each month, one egg cell leaves the ovary. This is called ovulation. The egg moves down the Fallopian tube to the uterus. Fertilization occurs if the egg meets a sperm while in the tube. If this happens, the egg hooks on the lining of the uterus. The woman is pregnant.

If the egg is not fertilized, it falls apart. About 2 weeks later it leaves the body during menstruation.

1. Mark the path of an egg from the ovary to the uterus.


Fallopian tubes
Uterus
Ovary
Egg cells
Cervix
Vagina

MALE STRUCTURE

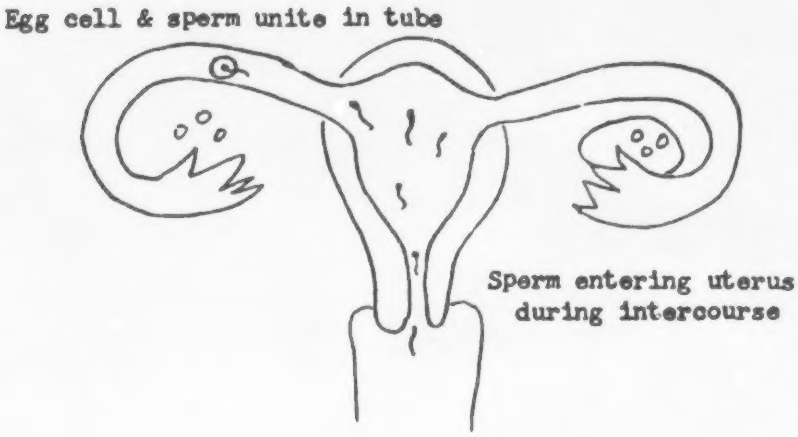

Vas deferens
Penis
Urethra
Testis
Scrotum

Look at the picture above.

Sperm are the male sex cells. They are made in the testis. They travel through the vas deferens. They leave the body through the urethra of the penis.

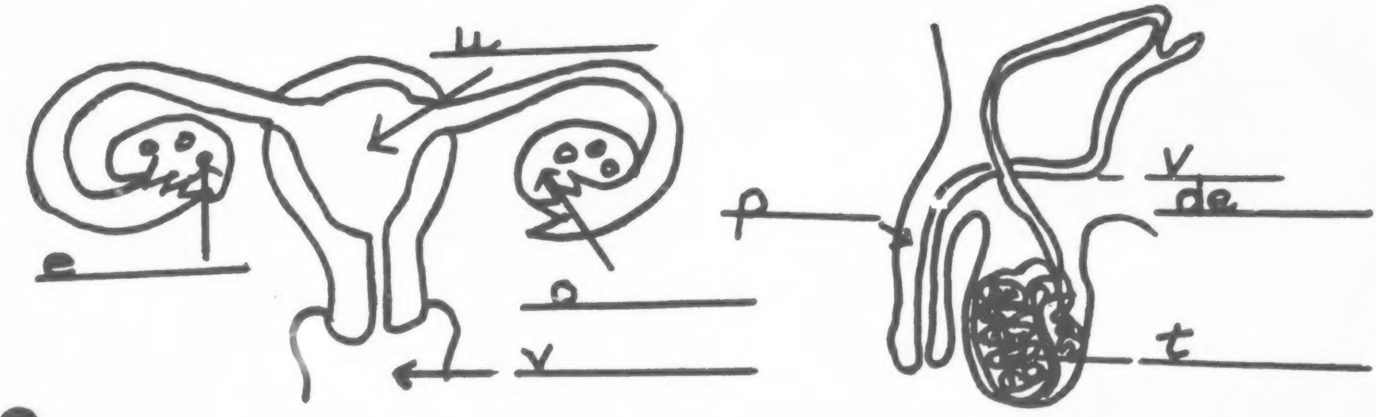
FERTILIZATION

During sexual intercourse, the man's penis is placed into the woman's vagina. At the climax. sperm leave the man's body. There are about 500 million of them. They swim into the uterus. Some go into the tubes. If one of these sperm meets a female egg, fertilization will occur.


Egg cell & sperm unite in tube
Sperm entering uterus during intercourse

REVIEW

Complete the name of the body part on the lines below.



PREGNANCY TAKES TWO THINGS.

One egg. One sperm.

ONE THING GETS THEM TOGETHER.

Sexual Intercourse.

TWO THINGS KEEP THEM APART.

1. No intercourse at all.
2. Birth control that works.

BIRTH CONTROL

If egg and sperm are kept apart, pregnancy cannot occur. This is birth control.

There are different kinds of birth control. Some work well. Others do not work as well. Let's look at some of them.

BIRTH CONTROL PILLS

Birth control pills contain hormones. They keep the egg cells in the ovary. They are not released. There is no egg for the sperm to join. Thus, pregnancy does not occur.

Birth control pills must be taken regularly. One pill does not prevent pregnancy. You must take one pill each day for a set number of days. There are different kinds of birth control pills. Some women take one kind, some another. A doctor needs to decide which one is best for you. To do this the doctor will give you a complete exam including a blood pressure check and ask many questions about your health. A breast exam should be done. A pap smear, a test for cancer of the cervix, should also be included. After checking these things, the doctor will decide if you can safely take the pill.

Some women cannot take birth control pills. It should not be used by women over 40. A woman with heart disease should not take the pill. Other factors are important, too. This is why you must see a doctor before taking the pill.

HOW EFFECTIVE IS IT?

The pill is an effective birth control method. Used correctly, it works 99% of the time.

ARE THERE SIDE EFFECTS?

Some women have side effects. They may feel sick. Some have headaches. Weight gain is common. The doctor should be called if these things happen.

HOW MUCH DO BIRTH CONTROL PILLS COST?

They cost about $2.50 each month. You should also be checked by a doctor once a year. This can be done by your own doctor. It can also be done at a clinic or Planned Parenthood.

For many women, "the pill" is the easiest kind of birth control.

REVIEW

Write T if the sentence is TRUE.
Write F if the sentence is FALSE.

_____The "pill" is a very effective type of birth control.

_____All women can take "the pill."

_____Birth control pills may cause side effects in some women.

_____Women over 40 can safely take birth control pills.

_____Birth control pills must be taken regularly.

_____You should be checked by a doctor before taking birth control pills.

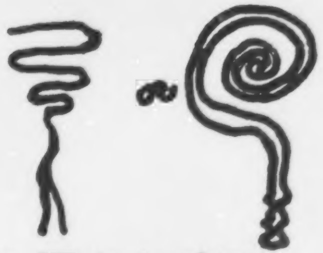
_____Birth control pills keep the egg from leaving the ovary.

IUD

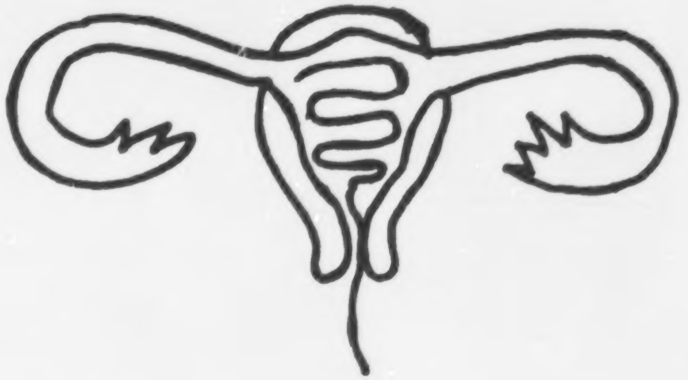
IUD means intra-uterine device

Most IUD's look like this:

An IUD has a string on it.



The string hangs into the vagina when the IUD is in place.



The IUD is placed inside the uterus by a doctor. It remains in place until the doctor removes it. In the meantime, you should have yearly check-ups.

You cannot feel the IUD when it is in place. Before intercourse you should feel for the string in the vagina. This is to make certain the IUD is in place.

ARE THERE ANY SIDE EFFECTS?

Some women have cramps after the IUD is inserted. Some may have heavy bleeding during menstruation. These problems often decrease after 2-3 months.

HOW EFFECTIVE IS THE IUD?

The IUD is very effective. It works 98% of the time.

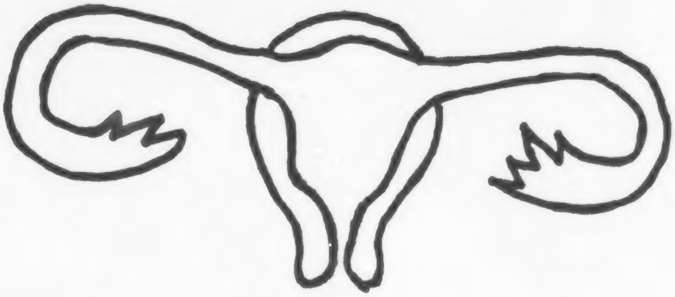
REVIEW

Answer these questions.

1. How effective is the IUD?

2. Who must insert an IUD?

3. Draw an IUD in place.



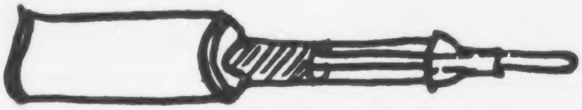
4. How can you tell if the IUD is not in place?

SPERMICIDES

(sper-mi-cides)

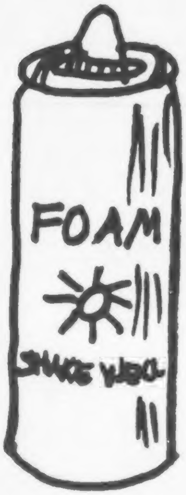
Spermicides are sperm killers. They kill the sperm. They are chemicals mixed with a foam, cream or jelly.

The cream and jelly spermicides come in tubes. They are inserted into the vagina with an applicator.



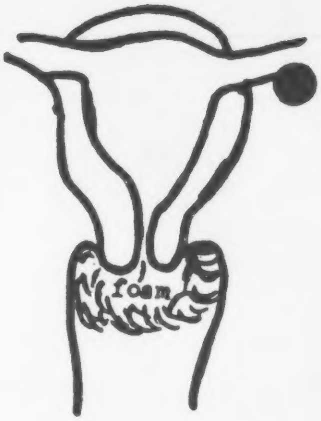
Applicator to insert foam, cream or jelly.

Foam is also inserted with an applicator. It seems to work better than the creams or jellies. The foam keeps the sperm from entering the vagina. The spermicide kills the sperm.



Spermicides should be inserted inserted 15 minutes before intercourse. One or 2 full applicators should be used.

Do not douche for 8-10 hours after intercourse. This could remove the spermicide.



Spermicides can be used alone. They are only about 80% effective, however.

They work better if used with other methods. These methods will be discussed next.

REVIEW

Three types of birth control are listed below.

BIRTH CONTROL PILLS

IUD

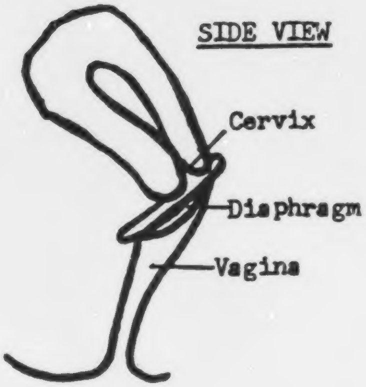
SPERMICIDES

1. Which type is 99% effective?

2. Which type is the least effective?

DIAPHRAGM (with spermicide)

The diaphragm is a shallow cup of thin rubber. It fits inside the vagina. It covers the cervix.



The diaphragm must fit well. A doctor can measure for the right size. He will also show you how to insert and remove the diaphragm.

The diaphragm is put in before intercourse. It is used with a spermicide. The spermicide is applied to both sides of the diaphragm. Then it is slid into place in the vagina. It should stay in place for 6 hours after intercourse. (If intercourse is repeated, add more spermicide.)

The diaphragm (with spermicide) is a very effective means of birth control. There are no side effects. It must be used, however, to be effective. It can't work if it is left on a shelf!

Write T if the sentence is TRUE.
Write F is the sentence is FALSE.

_____The diaphragm must be fitted by a doctor.

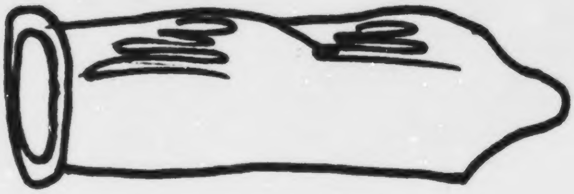
_____The diaphragm can be removed right after intercourse.

_____The diaphragm is used with a spermicide.

_____The diaphragm is inserted before intercourse.

CONDOM

The condom is sometimes called a rubber. It is used by the man. It fits over the penis. It catches the sperm. Thus, no sperm get into the vagina.



The condom is put on before intercourse. It must be worn during intercourse.

The condom may be used by itself. It is better, however, if the woman also uses a spermicide. This gives extra protection.

Condoms can be purchased at a drug store. They do not cost a lot of money.

Use these words to complete the sentences.

DIAPHRAGM

SPERMICIDE

CONDOM

A ______________________ is used by the man. It is one type of birth control. It works best if it is used with a ____________________, or sperm killer.

A ___________________ is a type of birth control. It is used by the woman. It, too, works best if used with a ________________________, or sperm killer.

RHYTHM

Rhythm is another method of birth control. It does not work as well as other methods.

Review pages 4 and 5.

A woman can become pregnant only when an egg is in the Fallopian tube. This occurs only 1-2 days each month.

Days of the menstrual cycle
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
Menstruation Ovulation

The woman will not get pregnant if she does not have intercourse near ovulation. Not having intercourse on these days is the rhythm method.

THERE IS A PROBLEM, HOWEVER. It is hard to know when the egg is released. (ovulation). It may happen on the 14th day. Or the 9th. Or the 20th. It may change each month.

Thus, to use rhythm you need to keep careful records. You need the advice of a doctor. You need will power. With these, some couples can make the rhythm method work. Without them, it does not work well. Many of these couples are now parents.

REVIEW

Discuss the rhythm method with your teacher.

SUMMARY

Birth control methods help people plan their families. There are several kinds. We have talked about a few. There are others as well.

Some methods work better than others. Read the good points about each one. Think about the bad points, too. Talk it over with your partner. Seek advice from a doctor.

The method you use is up to you. You are to decide which one you like best. Once you decide, however, use it all the time. Don't take chances unless you want to have a baby.

REVIEW

Use the words below to complete the sentences.

BIRTH CONTROL PILLS
SPERM
IUD
OVULATION
DIAPHRAGM

CONDOM
EGG
SPERMICIDE
RHYTHM

1. A ______________________ kills the sperm.
2. A ______________________ is the male sex cell.
3. The ______________________ and ____________________ should be used with a spermicide.
4. ______________________ should not be taken by women over 40.
5. A ______________________ is used by the man.
6. An ________________ is placed in the uterus by a doctor.
7. ________________________ is when the egg leaves the ovary.
8. The female sex cell is the ____________________________.
9. ______________________ means to avoid intercourse near ovulation.
10. A doctor needs to make sure a _____________________ fits correctly.

Discuss these questions with your teacher.

WHICH METHODS WORK BEST?

WHICH METHODS ARE LEAST EFFECTIVE?

RESOURCES

Planned Parenthood, *Birth Control,* 1971.

Planned Parenthood, *The Inside Story,* 1974.

EDUCATION IS A LIFELONG PROCESS
URBANA SCHOOL DISTRICT 116
ADULT EDUCATION PROGRAM

PARENTING
SKILLS

BY KATHLEEN A. RIZZO

pSs

PROJECT SURVIVAL SKILLS

BEING A PARENT

In this unit you will read about being a parent. It is easy to become a parent. It takes time, effort, and understanding to do a good job. The time and effort are up to you. This unit can only help you understand child care.

You will be reading about child care. You will see what needs to be done for children at different ages. You will also see some tips about child care. These tips may make it easier to be a good parent. They may show you how to keep your child happy, healthy and safe.

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GROWING UP

Your child will pass through many stages on his/her way to adulthood. Each stage has certain changes a parent can watch for. Knowing about these changes can help parents give their children the help they need.

INFANT (Age 0-2 years)

Infants rely totally on parents. Since a baby cannot talk or walk, a parent must do everything to care for the infant.

Crying is how a baby let's you know that he/she is unhappy. Something needs checking when you hear a baby cry. The crying should tell you to check your baby.

Crying may mean the following things:

- Your child is unhappy.
- Your child is sleepy.
- Your child is ill.
- Your child needs a clean diaper.
- Your child wants attention.

Each child is different. Crying may mean different things. It takes time to understand why a child is crying. Try checking all the possibilities. You will soon learn what your baby needs.

All babies have large heads when they are born. About ¼ of a baby's weight comes from the weight of his/her head. A baby's head has 6 soft spots. The soft spots are found in the front, back, and top of the baby's head. These soft spots have to do with the bone in the baby's skull. The bone in the baby's skull does not develop fully until the baby is about 18 months old.

The soft spots do not disappear until about 18 months after birth.

The soft spots and the weight of the baby's head are important for parents to know. Parents must be sure to support the baby's head. Babies should be held with care. Bumping the soft spot or shaking the baby too much can be dangerous. It can cause brain damage.

Most new babies have blurred vision. They may even look cross-eyed. This is because their eye muscles are weak. A newborn baby cannot really "see" things like we do. A newborn baby sees bright lights or colors. The baby sees objects move. All of this is very hazy. This lasts about 3 months. It takes about 3 months for a baby to see clearly.

A baby's hearing is also weak at birth. Hearing is one of the most important senses for an infant. It helps the baby learn who is familiar. A baby hears his/her parents voices often. It is good to talk to your baby while you take care of him/her. Babies need to hear the loving voice of their parents. The child will learn to feel secure with the voice of his/her parents. This is where a child's sense of trust begins. The trust and comfort received as a child is important. It contributes to the development of a healthy adult.

Infants do not move very much. Most of their actions are called reflexes. Babies are born with reflexes. These reflexes are: sucking, grasping, blinking, sneezing, and yawning. Infants need to be touched and held. They need this because they cannot move on their own. Don't be afraid to hold the baby. Your child can feel if you are uncomfortable. Learn to relax with your child. Touching, cuddling, and holding help the baby to grow into a healthy person.

CHECK YOURSELF

1. What can a baby's crying tell a parent? List 2 things.

   a. ______________________________

   b. ______________________________

2 A baby's head is large in proportion to his body.

Circle one: TRUE FALSE

3. Why do you need to support a baby's head?

   ____

   ____

   ____

   ____

   ____

4. An infant cannot move much. A baby's actions are called

   ______________________________.

5. List 3 reflexes a baby has.

   a. ____________________

   b. ____________________

   c. ____________________

FEEDING

Milk is the only source of food for new born babies. Some mothers breast feed their babies. Other mothers bottle feed their infants. Bottle feeding often starts with a special formula. The doctor will tell a new mother what kind of formula is best for her child.

Feeding is a little different for each baby. Part of the difference depends on how the baby is fed to begin with. Babies who are bottle fed usually begin eating "food" earlier. Babies who are breast fed usually begin eating a little later. Your doctor can give you specific times. This unit will give your some "about" times.

Around 3 to 4 weeks old babies will begin "eating" some food. They begin with cereal, then baby food. An infant begins to eat solid food when he/she is about 4 to 6 months old. This is when a baby's need for the bottle starts to decrease. It is also the time when the baby can begin to sit up at the table. A highchair with a tray is very helpful at this time.

Solid food teaches the child to begin to chew. Of course, this is not so simple. All of us have seen babies learning to eat. They are always messy. Many babies are also fussy when learning to eat. Here are some tips about feeding:

- Let the baby play with forks and spoons. This will help the baby learn how to use them.
- Give a baby solid foods one at a time. Don't give your baby too many new foods at once.
- Don't rush your child into eating 3 meals a day.
- Let your child have "finger foods."
- Let your child feed him/herself.
- Don't force your child to eat. Babies often play with their food. Don't scold a baby while learning. Take the food away without a scene.

TOILET TRAINING

When does changing diapers stop? It may seem never ending for many parents. When should you begin toilet training your child? There is not a set age for all children. Toilet training cannot begin until a child has some muscle control. The child needs control of the muscles that release waste from the body. This begins for most children at around age 2.

Muscle control is not the only thing a child needs. A child also needs to be able to talk to the parent. The child has to let the parent know when he/she needs to use the toilet. Parents may sometimes guess. Parents cannot always guess, though.

Parents need to be very understanding during toilet training. Patience is most important. A child can have a lot of trouble learning to use the toilet if he/she is afraid. Scolding a child won't help him/her learn any faster. Here are some tips on toilet training:

- Let the child be the leader.
- Help your child along with smiles.
- Try to build up your child's confidence.

CHECK YOURSELF

1. List 2 tips on feeding.

   1. ____

   ____

   2. ____

   ____

2. When can you begin to toilet train a child?

   ____

   ____

   ____

   ____

3. List 2 tips on toilet training.

   1. ____

   ____

   2. ____

   ____

TODDLER

Babies usually begin to walk about the end of the first year. Walking opens up new areas for children to explore.

It takes practice to become a good walker. Allow your child to walk on his/her own. You can provide support along the way. Try to let the toddler do most of the moving him/herself.

You should always stay near your child to watch. This is especially true once your child begins to walk. Toddlers want to explore everything. Their interest often puts them in dangerous places.

Toddlers will put their hands on everything they can reach. You want to protect your child from being hurt. You should do the following:

- Don't leave children alone in the house.
- Keep all objects that can break away from the toddlers' reach.
- Keep drugs, household cleaners, and other poisons out of reach. Place them in a high place that can be locked.
- Turn the handles of pots toward the inside of the stove. This prevents accidental burns.
- Keep knives, razors, and other sharp objects out of children's reach.
- Keep stairways and other areas free of clutter.
- Put up gates to block stairways. This prevents falls.

Children begin testing their independence when they learn to walk. They try to see "how much they can get away with." During this stage it is important that parents discipline their children.

Children are not born with self-control and proper manners. Children need to learn these things. Parents are closest to their children. Children spend the most time with parents. Parents must teach self-control and proper manners.

It is important to be consistent (con-sis-tent) when teaching your child. A parent needs to teach the same ideas. A parent should discipline (dis-ci-pline) the child in the same way. The child should know what his/her parent expects. A father and mother should work together to be consistent. Certain things should stay the same from day to day.

Look at this example:

> Jimmy is 2 years old. His mother tells him to keep his shoes off the sofa during the day. At times Jimmy tries to put his shoes on the sofa. His mother always corrects him. Then Jimmy's father comes home. Jimmy puts his shoes on the sofa. His dad does not say anything. Jimmy begins to see that he can get away with putting his shoes on the sofa when his father is home.

Do you see a problem with discipline here? ________________

What do you suggest? ____

____

____

____

____

____

____

____

THE PRESCHOOL CHILD (3-5 years)

Growing begins to slow down for children now. The average weight gain is about 4 to 5 pounds a year. You may see your preschool child getting thinner. Don't worry too much about this. Your child is loosing the baby fat.

Children are very busy playing at this age. Often they don't care about eating. Preschool children discover "junk food," too. Children this age don't like to eat often and don't always want what is good for them. Preschool children do need a balanced diet. This certainly causes some problems for parents.

Here are a few tips that may help reduce eating problems:

- Put away snacking foods.
- Eat meals in a quiet, peaceful place.
- Try to make meal time a happy time. Talk with your child. This may make him/her look forward to meals.
- Serve small amounts of food.
- Try to serve at least one food you know your child likes.
- Let your child feed him/herself.
- Serve your child new foods one at a time. The child may not like the new food. DO NOT force your child to eat. Take the food away and try again later.
- Try to serve nutritious (nu-tri-tious) food. Your child is developing eating habits now. These eating habits will carry through to his/her adult life.

CHECK YOURSELF

1. Eating is a problem for preschool children. List two ways to help this.

   a. ______________________________

   ____

   b. ______________________________

   ____

2. Discuss what kinds of "snacks" would be healthy for your child. Your instructor can help give some ideas.

CHILD HEALTH

Your child's health should be a major concern to you as a parent. A child, like an adult, will become ill. But unlike adults, children become sick faster. They can get well faster, too.

Minor illnesses are part of childhood. They should cause some concern but not unnecessary worry to a parent. When your child is sick consider these questions:

- Do I know for sure what is wrong?
- Do I know how to help my child?
- Should I call the doctor?

Call the doctor if you are not sure. Your doctor may prescribe some medicine to make your child feel better. The doctor may also suggest some treatment (like a steam vaporizer) that may help your child.

Vaccinations and Immunizations

Vaccination (vac-ci-na-tion) and immunization (immu-ni-za-tion) mean about the same thing. Vaccinations and immunizations help protect people. They are shots given to people to protect them from disease. Vaccinations and immunizations also protect your family and community. They prevent the spread of harmful disease. It is very important to see that children get the right vaccinations and immunizations.

Vaccinations can be given to your child by the family doctor. You can also receive vaccinations at a Health Clinic. Baby's get their first shots when they are about 2 months old. Children continue to get vaccination shots until they are 1 year old.

Vaccinations do not protect your child forever. Your child will need booster shots. Booster shots keep up the protection. Each vaccination your child gets only lasts a certain amount of time. Your doctor will know when the vaccination wears off. The doctor can tell you when your child needs another booster.

Your doctor does his/her part when he/she gives the vaccination. You can do your part by making sure your child gets his/her vaccination. Be sure to keep up on his booster shots. Keep a record of all your child's vaccinations. This will help your child be a healthy child.

Below is a chart of vaccinations. It tells when vaccinations are generally done. Your doctor may feel a little different time is better. This will give you an idea of what vaccinations are needed and when they should be given. The chart also tells if and when a booster shot is needed.

VACCINATION	AGE	BOOSTER SHOT
Diphtheria(diph-ther-ia)	2 months	Somewhere between 4 and 6 years old. Often before the child begins school.
Tetanus(tet-a-nus)	4 months	
Whooping Cough	6 months	
Polio(pol-i-o)	18 months	
Mumps Rubella(ru-bel-la) (German Measles)	After 1 year old.	None
Measles	After 1 year old.	If a child gets a vaccination before age 1 a booster should be given at 15 months.

It is very helpful to keep a record of your child's vaccinations. This is most important if you move or change doctors. You can use a form like this one to keep track of your child's vaccinations.

VACCINATION RECORD

FOR________________

VACCINATION	DOSE	AGE	DATE	DOCTOR
Diphtheria Tetanus Whooping Cough	1st 2nd 3rd 4th Booster			
Polio	1st 2nd 3rd 4th Booster			
Rubella				
Measles				
Mumps				

CHECK YOURSELF

True or False

________ 1. Children don't get sick.

________ 2. Children may get well quicker than adults.

________ 3. Minor illnesses are part of childhood.

________ 4. Vaccinations can protect your child from illness.

________ 5. Vaccinations last a life-time.

________ 6. Booster shots help to protect your child longer.

________ 7. Vaccinations cure diseases.

________ 8. A tetanus vaccination does not need a booster.

________ 9. Your child should have a measles vaccination when he/she is 6 months old.

________10. It is important to keep a record of your child's vaccinations.

SAFETY MEASURES

All children are curious. That is just part of growing up for children. But it may also get them into trouble. Children are not born knowing how to be careful. Children have accidents because they don't know how to be careful. Accidents can cause more harm to a child's health than disease. Every year, about 17 million children are hurt by accidents.

What can you do to prevent accidents? Many things. Below are listed some accident prevention measures you as parents can learn to follow. You can also teach your child certain safety rules as he/she gets older.

For Infants

- Make sure bath water is not too hot for the baby.
- Check travel seats and beds to see that they are tightly in place.
- Keep pins and sharp objects out of a baby's reach.
- Cover electrical outlets with safety plugs.
- Be sure bars in cribs are spaced so baby's head can't get caught.
- Keep bed rails up on cribs.
- Fence off stairs to prevent falls.
- Keep hot liquids, foods and electrical cords out of baby's reach.
- Block off furnaces, fireplaces, water heaters, and other appliances that might cause burns.
- Check baby's sleepware to see if it's fire treated.

For Toddler

- Secure doors that lead to stairway.
- Keep windows and door screens locked.
- Fence in play area.
- Lock up all medicines, matches, and other products that may cause fire.
- Keep medicine and poisons out of reach, including cosmetics.

For PreSchooler

- Teach child to wear seat belt.
- Teach child safe way to use kitchen tools.
- Teach child traffic safety. Look both ways when crossing street. Obey traffic signs and lights.
- Teach child the danger of fire and poisons.
- Begin teaching water safety and swimming.

Many safety tips are just common sense. But practicing these common sense tips might help save the life of your child. It's worth the extra work.....isn't it?

Tips on toys

Toys can be dangerous if they are not related to the age level of your child. For example, a toy that has many small removable parts is fascinating to the six-year-old—and to his baby sister too, but that little creeper would very likely swallow so small an object. And there are tools that can be handled skillfully by the 12-year-old that might cause injury to his younger brother. The chart below lists both dangerous and safe toys for children of different ages.

AGE GROUP	DANGEROUS TOYS	SAFE TOYS
Up to 2 years	Those small enough to swallow Flammable objects Toys with small removable parts Those with poisonous paint Stuffed animals with glass or button eyes	Sturdy rattles Brightly colored beads on strong cord Washable squeak toys Stuffed animals Large, soft balls Blocks with rounded corners Push and pull toys
2 to 3 years	Those with sharp edges Objects with small removable parts, poisonous paint Marbles, beads, coins Flammable toys	Large peg boards Wooden animals Large crayons Rocking horse Sturdy cars and wagons
3 to 6 years	Sharp or cutting toys Highly flammable costumes, unless treated Electrical toys Shooting games that endanger eyes Poisonous painting sets Ill-balanced tricycles or wagons that may topple	Nonelectrical trains Building blocks Dolls and doll equipment Blackboard and dustless chalk Modeling clay Simple construction sets Paints and paint book Small sports equipment
6 to 12 years	Nonapproved electrical toys See that all electrical toys bear the UL (Underwriter's Laboratory) label, for safety Sharp-edged tools Poorly made sports equipment Shooting toys: air rifles in particular Conductible kites	Carpenter bench, lightweight tools for younger children Construction sets Approved electrical toys, under supervision Hobby materials Well-constructed sports equipment

Adapted from Our Children's World by the National Safety Council

CHECK YOURSELF

Safety Measures

A. List 5 ways you can protect your child from accidents.

1. ______________________________
   ____
2. ______________________________
   ____
3. ______________________________
   ____
4. ______________________________
   ____
5. ______________________________
   ____

B. How can toys cause injury to children?

____

____

____

____

UNIT REVIEW

I. Matching - Place letters from column B in front of numbers in column A.

A	B
_____ 1. feeding	a. child between the ages of 1 and 3 years old
_____ 2. toilet training	b. best to serve small amounts to begin with
_____ 3. toddler	c. means same as immunization - shot given to protect child from disease
_____ 4. vaccination	d. time when child needs support from parents
_____ 5. booster shot	e. shot given to keep up the protection against a disease

II. True or False

_____ 1. Parents have the most influence on their young children.

_____ 2. Accidents are leading causes of harm to children.

_____ 3. Children do not need protection from disease.

_____ 4. Common sense can prevent many accidents.

_____ 5. Toilet training can be successful at any time.

III. Fill In

1. ________________________ is how a baby let's you know he/she is unhappy.

2. Bumping a baby's ______________ ______________ can cause brain damage.

3. Babies feel _______________________ if they hear their parents voice often.

4. Solid food teaches a child to __________________.

5. Toilet training cannot begin until a child has some _____________ _____________.

6. It is important for parents to be ________________ when teaching their child.

7. Preschool children need a _____________________ _____________________.

8. ____________________ protect your family and the community.

9. It is good to keep a ________________ of your child's vaccinations.

10. _________________ can be ___________________ if they are not right for your child's age.

Resources

Coffin, Lewis A. The Grandmother Conspiracy. Bantam Books, New York, 1974.

Gordon and Wollen. Parenting: A Guide For Young People. Oxford Book Co., New York, 1975.

"A Handbook of Child Safety". Gerber Products Co., Michigan, 1977.

"Memo to Parents about Immunizations". Metropolitan Life Insurance Co., New York, 1972.

"Sitting Safety for Baby Sitters". Metropolitan Life Insurance Co., New York, 1976.

Roncom Press, Child Care. New Jersey, 1975.

EDUCATION IS A LIFELONG PROCESS
URBANA SCHOOL DISTRICT 116
ADULT EDUCATION PROGRAM

FIRST AID

BY SUE GARTON

pSs

PROJECT SURVIVAL SKILLS

WHAT IS FIRST AID?

First aid is immediate care given to an injured or sick person. First aid prevents further injury. First aid can save lives.

To give First aid, you must know what to do. You must know what *not to do.*

This unit talks about calling for help. It tells about first aid for bleeding and other emergencies. It will help you know how to give first aid.

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Bleeding 5
Shock. 7
Burns. 9
Fractures. 11
Rescue breathing 13
Resources....................19

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CALLING FOR HELP

First Aid is care given until trained help arrives. Therefore, calling for help is part of first aid.

Who would you call?

You may need an ambulance. The ambulance can take the person to a hospital. Ambulance drivers know first aid. They have life-saving supplies with them.

You may need to call a hospital. The emergency room is always open. Doctors there can help you. They can tell you what to do.

The fire station has a rescue truck. They could help you in some emergencies.

Get the phone book. Find Ambulance Service in the yellow pages. Find the one that you would use. Write the phone number below.

Ambulance

Hospital

Fire

Find Hospital in the yellow pages.
Find the hospital you would use.
Find the emergency room number
Write the number above.

Look in the front of the phone book.
Find the number for the fire department in your town.
Add the number above.

Ask your teacher to check your list. Then cut it out.
Take it home. Put it by your phone. It may save your life.

WORDS TO REVIEW

IMMEDIATE - at once.
He needs immediate help.

EMERGENCY - sudden need for immediate action. A bleeding cut is an emergency.

INJURY - hurt; damage.
Mr. Jones received an injury when he fell.

AMBULANCE - a van that carries sick or injured people.
John went to the hospital in an Ambulance.

HOSPITAL - A place that cares for sick & injured people.
John was treated at the hospital.

Write the five words from above.

____________________ ____________________

____________________ ____________________

____

Use the words to complete the sentence below:

Mary suffered an ____________________ when she fell. She needed ____________________ help. Her brother called the ____________________ which took her to the ____________________. He knew what to do in an ____________________.

Write the five words from page 3.

____________________ ____________________

____________________ ____________________

____

Use the words to complete the sentences below.

Mary suffered an ____________________ *when she fell. She*

needed ____________________ *help.*

Her brother called the ____________________ *which*

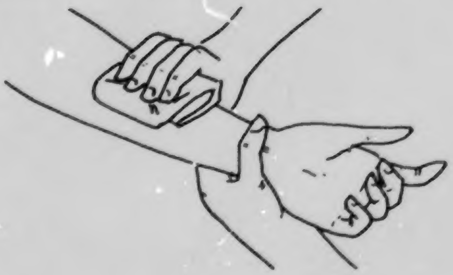
took her to the ____________________.

He knew what to do in an ____________________.

FIRST AID FOR BLEEDING

First Aid for a long or deep cut.

1. *Place a clean cloth on the cut.*
2. *Press firmly.*



If the cloth fills with blood, add another cloth on top. Keep pressing firmly.

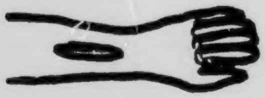
3. *Take the person to the doctor. Keep pressure on the cut as you go.*

First Aid for a small cut.

1. *Wash cut with soap and water. Get it clean.*
2. *Rinse the cut well. Dry it.*
3. *Apply a band-aid.*
4. *Keep the cut clean and dry as it heals.*

FIRST AID FOR BLEEDING

You fell on a sharp rock. Your arm is bleeding. The cut is deep.



Show your teacher what you would do.

SHOCK

Shock goes along with all injuries. Sometimes it is mild. Sometimes it is severe.

A person in shock will feel cold and clammy. He may be pale. He may feel sick to his stomach.

To treat shock:

1. Have the person lie down.
2. Keep them warm, but not hot.
3. Be calm. This will help him be calm, too.

SHOCK

Answer these questions.

1. *When might someone suffer from shock?*

2. *How would you treat shock?*

BURNS

Burns can be small or large. They can be mild or severe. Some burns make the skin red. Others cause blisters. A deep burn can destroy the skin.

First Aid for a mild burn.
1. *Cover the burned area with cool water for 5 minutes.*
2. *Pat dry.*
3. *Cover with a sterile dressing.*

First Aid for a severe burn:
1. *Cover burn with a clean cloth.*
   (Wrap person in a sheet if the burn covers a large area.)
2. *Treat for shock. Keep person warm. Have person lie down.*
3. *Get medical help. Call an ambulance or take the person to a hospital.*

DO NOT PUT BUTTER OR OIL ON ANY BURN.

BURNS

How would you treat a mild burn?

Describe a severe burn.

What first aid would you give for a severe burn?

FRACTURES (Broken Bones)

A broken bone is called a fracture. First aid for fractures must prevent further injury.

If someone has a fracture:

--DO NOT MOVE the person unless necessary. Movement can cause severe damage if there has been a neck or back fracture.

--Keep the person warm.

--Send for help.

If you must move a person with a fracture, support the injured part. Do not let it move.

Sometimes you can't tell if the person has a fracture. The victim may be unconscious and can't tell you if there is pain. To be safe, treat as if there is a back injury. Do not move the person unless necessary to save their life.

FRACTURES

Answer these questions:

1. Describe first aid for a broken bone.

2. Why should you not move the person unless necessary?

RESCUE BREATHING

Drowning can make a person stop breathing. So can poisoning, or a heart attack.

When breathing has stopped, you must act fast. Six minutes without breathing can mean death.

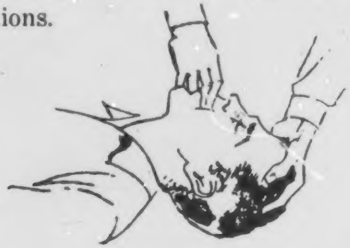
Rescue breathing is described on the next page. Read it carefully.

1 Place victim on back immediately

Don't Waste Time Moving To A Better Place, Loosening Clothing, Or Draining Water From Lungs.

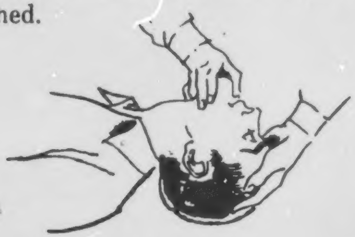
2 Quickly clear mouth and throat

Remove Mucus, Food And Other Obstructions.



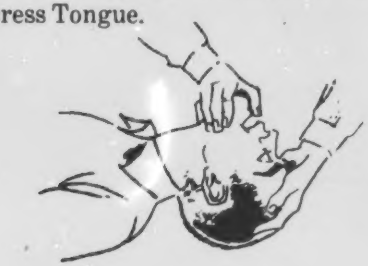
3 Tilt head back as far as possible

The Head Should Be In A "Chin-up" or "Sniff" Position And The Neck Stretched.



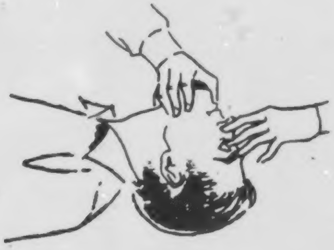
4 Lift lower jaw forward

Grasp Jaw By Placing Thumb Into Corner Of Mouth. Do Not Hold Or Depress Tongue.



5 Pinch nose shut (or seal mouth)

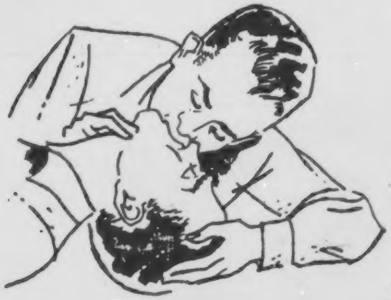
Prevent Air Leakage.



for infants seal both mouth and nose with your mouth

6 Open your mouth wide and blow

Take A Deep Breath And Blow Forcefully (Except For Babies) Into Mouth Or Nose Until You See Chest Rise.



7 Listen for exhalation

Quickly Remove Your Mouth When Chest Rises, Lift Jaw Higher If Victim Makes Snoring Or Gurgling Sounds.

8 Repeat 6 and 7 at rate of 12 to 20 times per minute

Continue Until Victim Begins To Breathe Normally.

RESCUE BREATHING

See if you can repeat the steps for rescue breathing.

Write them on the next page. Compare them with page 14.

If you would like to practice rescue breathing, ask for "Roscoe." The teacher will help you practice on him.

RESCUE BREATHING

1.

2.

3.

4.

5.

6.

7.

We have talked about first aid for some emergencies. You know how to treat bleeding and shock. You know not to move a person with a fracture. You know where to call for help.

There are other things to learn about first aid. If you would like to learn more, call the Red Cross. They offer a course in First Aid that is very helpful.

REVIEW

1. *Match the injury with the correct First Aid.*

____mild burn	*A. Have person lie down and keep them warm*
____fracture	*B. Support, prevent further injury. Do not move unless necessary.*
____bleeding	*C. Cover with clean cloth. Treat for shock. Get help immediately.*
____severe burn	*D. Place in cool water for 5 minutes. Dry. Apply sterile dressing.*
____Shock	*E. Apply firm pressure.*

2. *Describe rescue breathing.*

RESOURCES

American National Red Cross. Standard First Aid Personal Safety. Garden City, N. Y. Doubleday & Co., Inc. 1973.

EDUCATION IS A LIFELONG PROCESS
URBANA SCHOOL DISTRICT 116
ADULT EDUCATION PROGRAM

NUTRITION

KATHLEEN A. RIZZO

pSs

PROJECT SURVIVAL SKILLS

INTRODUCTION

"You are what you eat."

This sentence describes the basic idea of good nutrition (nu-tri-tion). All of us eat food. Nutrition is how your body uses the food you eat.

Food supplies the body with nutrients (nu-tri-ents). Nutrients are found in food. Nutrients feed the body. Nutrients keep you in good health.

This unit looks at the points of good nutrition.

FOUR BASIC FOOD GROUPS 2
MEAL PLANNING 6
NUTRIENTS 8
CALORIES 16
REVIEW 18
RESOURCES 20

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FOUR BASIC FOOD GROUPS

The food we eat can be put into groups. There are four basic food groups. Good nutrition depends on eating foods from all of these groups. These four food groups also make planning nutrition simple.

Here are the four food groups:

I--Milk and Dairy Products
II--Fruits and Vegetables
III--Meat, Fish, and Poultry
IV--Bread and Cereal

Let's look at each group more closely. We will look at the foods that are in each group. We will also look at the amount of each food you need.

I. MILK AND DAIRY PRODUCTS--2 servings daily

This group includes milk, cheese, ice cream, cottage cheese and yogurt. These are the amounts you need for 1 serving from the milk and dairy products group.

1 cup (8 oz.) milk
1 1/2 slices (1 1/2 oz.) cheese
1 3/4 cups ice cream
2 cups cottage cheese
1 cup yogurt

Each day you should have 2 servings of food from the milk and dairy products group.

II. FRUITS AND VEGETABLES--4 servings daily

This group includes all fruits and vegetables. It is best to have at least one serving a day of dark green or yellow vegetables. Also one serving of a citrus fruit (orange, grapefruit) daily is good. These are the amounts of food you need for 1 serving from the Fruits and Vegetables Group.

1 cup dark green leafy vegetables
1/2 cup cooked vegetables or fruit
1 medium piece of fruit (apple, banana, pear)

Each day you should have 4 servings from the Fruit and Vegetable Group.

III. MEAT, FISH, AND POULTRY--2 servings daily

This group includes meat, fish, poultry, eggs, and cheese. Dry beans, peas, nuts, lentils and peanut butter are also part of this group. These are the amounts you need for 1 serving from the Meat, Fish, and Poultry Group.

2 to 3 ounces of meat, fish, poultry
2 eggs
1 cup cooked dry beans, peas, or lentils
4 tablespoons of peanut butter

Each day you should have 2 servings from the Meat, Fish, and Poultry Group.

IV. BREAD AND CEREAL--4 servings daily

This group includes whole grain, enriched bread and cereal. These are the amounts you need for one serving from the Bread and Cereal Group.

1 slice bread

1 cup cereal

1/2 cup cooked cereal, noodles, rice or cornmeal

1 small muffin or roll

5 crackers

Each day you should have 4 servings from the Bread and Cereal Group.

CHOOSE THE RIGHT AMOUNT

You must be able to choose the right amount of food to use the Four Basic Food Groups. Look at this example. You go to a restaurant. The menu reads 8 oz. T-bone steak...$5.95. On the last page you read that a person only needs 2 servings of meat. You also read that a serving is only 2 to 3 ounces. An 8 oz. steak would be enough to cover both servings with a few ounces left over. Make sure you look at the food groups and the amounts. You need to consider both for a well balanced diet.

Answer the following questions about serving sizes. Example--Milk Group--1 serving would be 1 cup yogurt.

Bread and Cereal Group--1 serving would be ________________.

Fruit and Vegetable Group--1 serving would be ________________.

Milk and Dairy Products--1 serving would be ________________.

Meat, Fish and Poultry--1 serving would be ________________.

Tell how many servings of each group you need daily.

Milk and Dairy Products Group ____________ servings daily.

Fruit and Vegetable Group ____________ servings daily.

Meat, Fish and Poultry Group ____________ servings daily.

Bread and Cereal Group ____________ servings daily.

Write down everything you ate yesterday. Next to what you ate write which food group it belongs to.

Example: Ham sandwich--Meat Group, Bread and Cereal Group

Glass chocolate milk--Dairy Products Group

Did you have a balanced diet? What foods should you have more or less of?

MEAL PLANNING

Knowing the basic four food groups is your start to good nutrition. Plan your meals every day. This can help you follow the basic four food groups. It can help you eat well. Use these steps to plan your meals:

1. Pick a main dish. This gives you a meat group.
2. Add a bread-cereal product. (Remember potatoes count as a fruit-vegetable serving.)
3. Pick a vegetable to serve. It can be hot or cold. Try to eat one with vitamin A. Eat these at least every other day.
4. Pick a fruit or vegetable to go with the main dish.
5. Top off your meal with a dessert. Dessert can be a good place to use a milk product.

You do not need these steps at each meal.

Be sure one daily meal gives you something from each of the four groups.

Planning meals ahead of time can also save you money. Go shopping with a list. Include only the things you need for meals. Here is another tip. Never grocery shop when you are hungry. This can lead to buying things you don't need.

Plan a menu for one day. Write down which items you would serve. Make sure you include the right number of items from each Basic Food Group.

BREAKFAST

LUNCH

DINNER

NUTRIENTS

A nutrient is a chemical found in a food. It supplies nourishment (nour-ish-ment) to the body after the food is digested (di-gest-ed).

All foods contain nutrients. There are six common nutrients. The first three are:

carbohydrates

fats

proteins

These nutrients supply energy to the body.

vitamins

minerals

water

These nutrients help control how the body uses the food we eat.

Things to Recall:

Nutrients

1. What is a nutrient?

____

____

____

2. List the 6 common nutrients

1 ____________________ 4 ____________________

2 ____________________ 5 ____________________

3 ____________________ 6 ____________________

3. Which nutrients give you energy? List all three.

1. ______________________________________

2. ______________________________________

3. ______________________________________

CARBOHYDRATES (car-bo-hy-drates)

Carbohydrates are starches and sugars. They are in cereal, grains, fruits and vegetables. Carbohydrates are a major source of energy in the diet. They also help the body use fat.

Here are some foods that have carbohydrates:

- -wheat, corn, oats, rice, and foods made from them like spaghetti, macaroni, noodles, or grits.
- -most fruits
- -vegetables
- -sweets like syrup, jam, jelly and honey.

PROTEIN

Proteins (pro-teins) are important nutrients. They help build muscles, bones, skin, and nails. Organs like the heart and brain are also made of protein. Protein helps keep the blood healthy, too.

Here are some foods high in protein:

- -meat, poultry and fish
- -milk, cheese, eggs
- -bread and cereal
- -dried beans, peas, nuts, peanut butter

FATS

Fats supply energy, add flavor, and make food taste better. Fats serve other purposes in the body. They carry some vitamins to the cells. Fats help make other elements ready for use by the body.

Fat protects our organs. The heart, liver, and other organs are surrounded by fat. It cushions the organs and keeps them in place.

Fat also protects the body from high or low temperatures. A thin layer is under the skin. It is all we need for protection.

Here are some high fat foods:

-butter, margarine, shortening, salad-oil, mayonnaise

-nuts, bacon, pork, beef and other high fat meats.

Carbohydrates, Proteins, Fats

Fill in the blank with the following words.

Words

energy

temperature

skin and nails

sugar

vitamins

1. Carbohydrates are a major source of ______________________ in the diet.
   They are starches and ________________________.
2. Protein helps build muscles, bones, _____________________. Protein is a very important nutrient for the body.
3. Fats supply energy. It also helps carry __________________ to the body.
   It protects the body from any changes in ______________________________.

List three foods for each group.

Carbohydrates

Proteins

Fats

Remember the other three nutrients we mentioned earlier? vitamins, minerals, water... Now we will look at their part in nutrition.

VITAMINS

There are many vitamins. Different foods have different vitamins. They are in certain amounts. This is why eating a balanced diet is important.

A few vitamins are of great importance. Learn what they are and which foods supply them.

Vitamin A--This vitamin is needed for growing skin, bones, and teeth. It also helps your vision.

Foods with vitamin A:

- liver, kidney, eggs
- dark green & dark yellow vegetables like carrots, spinach, and mustard greens

B-Vitamins--The best known B-vitamins are these:

thiamin (B_1)
riboflavin (B_2)
niacin

These three vitamins release energy in food. They keep your nerves healthy. B-vitamins help digestion. These vitamins keep your skin looking healthy too!

Foods with B-vitamins:

- whole grains, green leafy vegetables
- milk and dairy products

Vitamin C--The body needs Vitamin C. Vitamin C is part of the material that holds body cells together. It also helps the body fight infection and heal wounds.

Foods with Vitamin C:

- citrus fruits--orange, grapefruit
- vegetables--tomato, potato, peppers, broccoli

Vitamin D--There are not many foods that contain Vitamin D. Sunlight helps the body make Vitamin D. Direct sun shines on the skin and produces Vitamin D.

Vitamin E--Vitamin E is needed for good health. Its exact job is not known. This vitamin is found in vegetable oils and margarine. Foods like lettuce also have some Vitamin E.

Eat regular amounts of fruits and vegetables, milk, meats, and eggs. You will get all the Vitamin E you need.

MINERALS

Minerals are nutrients. They are found in the body. They are also in certain foods. Bones, teeth, muscles, blood and nerve cells all have minerals.

239

Minerals help speed up the chemical (chem-i-cal) reactions (re-ac-tions) in the body. Minerals keep body fluids like water in a balanced state.

You must eat food to get the minerals your body needs. Follow a balanced diet eating many foods. Then you will get the minerals you need.

These are important minerals:

Calcium--for bones and teeth. You get calcium from milk or milk products.

Iron--for your blood. You get iron from meats like liver, kidney, or shell fish. Whole grain like wheat, oats, bran also have iron.

WATER

Water is the most important nutrient for your body. Only air is more important. Water can keep you alive for weeks. You do not even need food! Without water you can only live a few days. You need water to digest food. Food nutrients are dissolved (dis-solved) in water. Once this happens, the nutrients can pass into your blood. Your body can then use them.

NUTRITION LABELING

The FDA (Food and Drug Administration) (ad-min-i-stra-tion) gives you information about nutrition. The FDA has decided the amount of vitamins and minerals that we need to stay healthy. These amounts are called Recommended Daily Allowances (rec-om-mended dai-ly al-low-ances). RDA stands for Recommended Daily Allowances.

The FDA made a law in 1973. The law makes food companies give RDA information about their product. Food companies must give the following RDA information:

1. Size of one serving.
2. Number of servings in each package.
3. Number of calories in each serving.
4. The amount of protein, carbohydrates, and fat in each serving.
5. The percent of protein and 7 other vitamins or minerals in the product.

Some items are listed with a star (*). This means the food has less than 2% of the U.S. RDA standard.

Look at the label below. Answer the following questions on R.D.A.

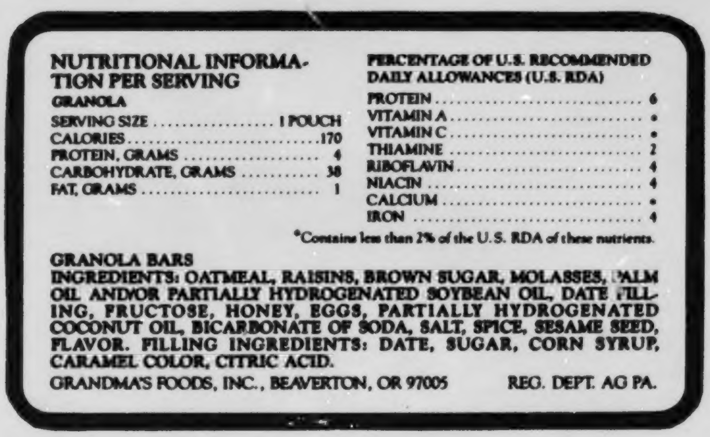
How many calories are in this product? ____________________

How much protein is in this product? ____________________

How much Vitamin C is in this product? ____________________

How much calcium is in this product? ____________________

How much iron is in this product? ____________________



NUTRITIONAL INFORMATION PER SERVING

GRANOLA

SERVING SIZE	1 POUCH
CALORIES	170
PROTEIN, GRAMS	4
CARBOHYDRATE, GRAMS	38
FAT, GRAMS	1

PERCENTAGE OF U.S. RECOMMENDED DAILY ALLOWANCES (U.S. RDA)

PROTEIN	6
VITAMIN A	*
VITAMIN C	*
THIAMINE	2
RIBOFLAVIN	4
NIACIN	4
CALCIUM	*
IRON	4

*Contains less than 2% of the U.S. RDA of these nutrients.

GRANOLA BARS

INGREDIENTS: OATMEAL, RAISINS, BROWN SUGAR, MOLASSES, PALM OIL AND/OR PARTIALLY HYDROGENATED SOYBEAN OIL, DATE FILLING, FRUCTOSE, HONEY, EGGS, PARTIALLY HYDROGENATED COCONUT OIL, BICARBONATE OF SODA, SALT, SPICE, SESAME SEED, FLAVOR. FILLING INGREDIENTS: DATE, SUGAR, CORN SYRUP, CARAMEL COLOR, CITRIC ACID.

GRANDMA'S FOODS, INC., BEAVERTON, OR 97005 REG. DEPT. AG PA.

CALORIES

Nutrients supply energy (en-er-gy) to the body. This energy is a calorie (cal-or-ie). A calorie is a measure of energy. Calories are released when you eat food. The body breaks down or digests (di-gests) food. Nutrients from food go into the body. The body uses nutrients to produce energy.

The body needs energy for many reasons. Inside the body there are cells. These cells need energy to grow. Sometimes we cut our skin or break our bones. The body uses energy to help heal itself. Our body needs energy to fight infection.

Breathing takes energy. So does pumping blood through the body.

Anytime you use your body, you need energy. Walking and exercise take energy. Sitting in a chair takes energy. Even thinking takes energy. You need energy to do all these things.

What happens to extra energy? Energy that is not used is stored in the body. It is stored in fat cells. Too much energy can make more fat cells. This is how you gain weight.

Certain foods have many calories. These foods don't provide much energy though. Foods that are high in calories but don't give much energy are called "empty calorie" foods. Empty calorie foods can cause you to gain weight quickly. A lot of "junk" foods are empty calorie foods. These are things like potato chips, candy and soda pop.

How do you know how many calories are in the food you eat? Any bookstore carries small books that are often called Calorie Counters. These books list many foods. The books tell how many calories are in the foods we eat.

How many calories should you have? This is different for every person. The number of calories you need depends on how tall you are, how large your frame is, and how much exercise you get everyday. A tall man who works building houses would need a lot more calories a day than a smaller man who worked at a desk most of the time.

Many of the books that list the numbers of calories in food also have a chart in them. This chart tells how many calories you should have for your body size. Your doctor can also tell you exactly how many calories are right for you.

What is a calorie?

____

____

____

Why do we need calories?

____

____

____

REVIEW FOR NUTRITION

I. Vocabulary

Match each word in column A with the correct phrase in column B (each choice is used only one time).

COLUMN A	COLUMN B
____1. Nutrition	A. the sugars and starches found in cereal, grains, fruits & vegetables.
____2. Calorie	B. vitamin needed for healthy growth of skin, bones and teeth; also important for good vision.
____3. Carbohydrate	C. how the body uses the food you eat.
____4. Protein	D. most important nutrient for your body.
____5. Fat	E. help speed up reactions in body. Iron is one of these.
____6. Vitamin A	F. important nutrient; helps build muscles, bones, skin, blood & nails
____7. Mineral	G. a measure of energy found in food.
____8. BASIC FOOD GROUPS	H. nutrient that protects organs of the body like liver, kidneys; acts as a cushion.
____9. Water	I. the amount of a vitamin or nutrient you need daily, set up by the government.
____10. U.S. RDA	J. milk, meats, fruit & vegetables, bread and cereal

II. TRUE OR FALSE

Write T for true; F for false.

____1. The Four Basic Food Groups are Meat, Milk Products, Fruits, and Vegetables.

____2. Water is a very important nutrient.

____3. Empty calorie foods are good for you.

____4. Eating three meals each day is good for your health.

____5. The number of calories you need depends on how active you are.

III. FILL-IN

1. List the Four Basic Food Groups.

________________ ________________

________________ ________________

2. Place each of the following foods in the correct food group. Write the name of the group beside each food listed below.

carrots ________________

chicken ________________

eggs ________________

lettuce ________________

milk ________________

peanut butter ________________

apple ________________

corn flakes ________________

3. List three items found on the nutrition label of a product.

____

____

____

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SURVIVAL SKILLS

GOVERNMENT AND LAW UNITS

Law
Crimes
Federal Government
State and Local Government
Voting Getting a Driver's License

Donald F. Muirheid, Chairman
State Board of Education

Joseph M. Cronin
State Superintendent of Education

LAW

COURT OF JUSTICE
by Helen Smith

BY LINDA E. SCHMIDT

pSs

PROJECT SURVIVAL SKILLS

INTRODUCTION

Did you ever wish you understood more about the law? What is law? Why do we need law? What kinds of laws are there? Where do laws come from? Can you do anything about the law?

This unit will try to answer these questions. You don't have to be a lawyer to know about the law. There are many things you can learn on your own about law.

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WHAT IS LAW?

What is a law? Law is a word we hear every day. Did you ever stop to think what it really means? Think about it now. On the lines below write a sentence telling what law means to you.

____

____

____

Law means many things. Probably what you wrote is part of what law means. Law has to do with a set of rules. It tells what you can do and what you are not supposed to do. These rules are usually set up for a certain group of people. For example, in America we all must obey the laws of the U.S. government. There is almost always some kind of punishment for not obeying the law.

Write a sentence that tells about a law you know of.

____

____

____

Did you have trouble thinking of an example? Sometimes we don't see how often law is in our daily life.

Read the following story. Every time you think the law is involved put a check mark on a piece of scratch paper.

"My Morning"

I got up this morning and had to decide what to wear. Then I brushed my teeth with the newest toothpaste. I drank orange juice and coffee for breakfast. I also listened to the radio. I opened the door to let my dogs out for their morning run. While I was at the door, I got my mail. I had a lot of bills and some papers telling about land for sale. There was also a stamp with my name on it in the mail. With the stamp was a letter asking for $2.00. After reading the mail, I washed the dishes. There wasn't enough water pressure so I called city hall.

How many check marks did you make? Now go get your instructor and ask him/her to tell you just how many times the law was in the story. You will probably be surprised.

Did you see from the story how law makes our lives organized? Can you imagine what life would be like without laws? Think about a basketball game or a baseball game. What would those games be like if there were no rules? What do you think would happen if we had no laws? Try to write a few sentences that tell what you think would happen.

____

____

____

Now you have seen how much law is in your daily life. You will want to know also that there are different kinds of laws. In the next section you will find out about civil (CIV·IL) and criminal (CRIM·I·NAL) law.

TWO KINDS OF LAW

Law is divided into two kinds. One kind of law is called criminal (CRIM·I·NAL) law. This is the kind of law you may already know about. A crime (CRIME) is doing something that is illegal (IL·LE·GAL). Stealing is an example of a crime. Murder is another example. Crime is something that hurts one or more people. Crime is not an accident. When a crime is committed, someone does something that they shouldn't do; this causes injury. The injury can be to a person (as in a fight) or to a person's property (as in stealing). A person who commits a crime can be arrested by the police. Then he can go to trial. If he/she is found guilty that person can go to jail. This is what criminal law is about.

Civil law is a little different. Let's say you buy a new TV for $500.00. It stops working after three weeks. The store you bought it from says you can't get your money back. You may want to sue the company to get your money. This is a civil law case. A person cannot be sent to jail for breaking a civil law. This only happens with criminal law. In civil law, there may be an accident. Someone could fall down the stairs of your porch and break an arm. You did not hurt this person but they got hurt on your property. They may want to sue you. They would probably want you to pay the doctor bill for the broken arm. You could not, however, be sent to jail.

The chart below shows the major differences between civil and criminal law. Look it over and then answer the questions on the next page.

DIFFERENCES IN LAW

CRIMINAL	CIVIL
Arrest (ar·rest) - A person is taken into custody by the police.	Complaint (com.plaint) - A charge against a person or business. When a person is charged we call it suing.
Indictment (in·dīt·ment) - Formal charges against the person arrested are made. This is usually done by the State's Attorneys Office.	Reply (re·ply) - A person or business answers the charges in the complaint.
Prosecutor (pros·e·cu·tor) - The person who makes the charges for the state. The person is usually from the State's Attorneys Office.	Plaintiff (plān.tiff) - A person or group making the complaint.
Defendant (de·fen·dant) - The person accused of a crime.	Defendant (de·fen·dant) - The person or group being sued (charged).
Sentence (sen·tence) - The punishment a person gets who is found guilty of a crime. The punishment can be a jail term, probation, or a fine.	Judgment (judg·ment) - The court's decision on the claims of the plaintiff and defendant. Often the judgment is money or an order not to do something.
Felony (fel·o·ny) A crime that carries a possible jail sentence of more than one year. Misdemeanor (mis·de·mean or) A crime that carries a possible jail sentence of less than one year.	
Jury Trial - Twelve people decide if the defendant is guilty or innocent. These people are usually registered voters.	Small claims court - This is where civil cases are usually decided. There is no jury. The judge decides the case.

Answer the following True-False questions. They are about the differences between civil and criminal law.

________1. A person who breaks a civil law is arrested.

________2. There is a defendant in civil cases and in criminal cases.

________3. Breaking a criminal law can get a person put in jail.

________4. An indictment is usually done by the State's Attorneys office.

________5. Anyone who goes to court gets a jury trial.

________6. Often in a civil case the judge orders someone not to do something.

________7. In a criminal case the defendant is given a judgment.

________8. A felony is a crime that carries a jail sentence of less than one year.

________9. The only sentence in a criminal case is going to jail.

_______10. People or businesses can be sued in a civil case.

Fill in the missing words in the following sentences.

1. When a person is ________________ he/she is taken into custody by the police.

2. A charge against a person or business is called a _____________ in civil law.

3. A ________________ is a crime that carries a jail sentence of less than one year.

4. There is no jury in _____________ court. The ____________ usually decides the case.

5. People on a jury are usually ___________________________________.

6. The punishment for someone convicted of a crime can be _________________, __________________, or ______________________.

7. An _____________________ is the name for the formal charges against someone in a criminal case.

8. The __________________is the person accused of a crime.

9. The _________________makes the complaint in a civil case.

10. In a _____________________trial ten people decide if the defendant is ___________________or______________________.

Now you know something about the differences between civil and criminal law. Look at the short example below. After each story is a blank line. Write if the story shows an example of civil law or of criminal law.

1) John goes to a party on Saturday night. When he comes home his stereo is gone. The woman next door says that Tom Smith took it. John knows him. John goes to his house but Tom won't let him in. John sees his stereo behind the door. This is a ______________________________ law case.

2) Ann and Ed have been married for three years. They want a divorce. They also have a little boy named Danny. Both want Danny to live with the other one. This is a ________ __________________ law case.

3) Mary is going to visit her boyfriend Joe in another town. The police stop her for speeding. They also search the car. The police find a large amount of marijuana. This is a _________________________ law case.

4) Jean rents an apartment from Mr. Black. After one month the toilet stops working. Jean calls Mr. Black and nothing is fixed for two weeks. Jean doesn't pay her rent. This is a ____________________________ law case.

WHERE LAWS ARE MADE

Now you have learned about what law is. Also you know about the two different kinds of law. The last thing we will look at is where laws are made. Laws come from four places. They come from the Constitution, the legislature, the courts and the agencies. We will look at each one below.

CONSTITUTION (con-sti-tu-tion)

The Constitution is where all laws come from in the United States. The Constitution was written around 1789 when the country started. It said what rights tht people should have and what kinds of laws should be made. Any laws we make cannot go against what is said in the Constitution. The Constitution also outlines how laws are to be made. The U.S. Constitution explains these things for the whole country.

Each state also has a constitution of its own. Illinois has a constitution. It tells what kinds of laws will be made in Illinois. It also tells how these laws will be made.

The Constitution gives much of the power to make laws to the legislature (leg-is-la-ture). We will look at the legislature next.

Answer the following questions on "Where Laws Are Made."

List four places where laws come from.

a.

b.

c.

d.

The Constitution tells three things about laws. Name these three things.

a.

b..

c.

True - False

__________Every state in America has its own Constitution.

__________The Constitution gives much of the power to make laws to the President.

LEGISLATURE (leg-is-la-ture)

The legislature is the lawmaking branch of government. The Congress is the federal legislature in Washington, D.C. It has members from all fifty states. The Congress makes laws for the whole country. There is also a state legislature. In Illinois it is in Springfield. The State legislature here is called the General Assembly. The General Assembly makes laws for the State of Illinois. These laws are sometimes called statutes. Finally there is a kind of local legislature. In Champaign-Urbana the county board or city council are kinds of local legislatures. The members of these boards pass laws for people who live in a certain county or city. Local laws are sometimes called ordinances (or-di-nance).

In any legislature laws are passed in about the same way. The people in the legislature try to find out what citizens want. In the federal legislature the issue may be that people want to pay less tax. In the state legislature people may want the punishment for some crimes changes. In the local legislature people may want a new road built. The people in the legislature find out what people want in two ways. The first way legislators find out what people want is by asking them. This may be done by calling on the phone or sending mail that asks question. The second way legislators find out what people want is by people telling them. People can write letters or call legislators. This will let the legislators know what they want. Let's say you live near a very busy street. Sometimes there is a lot of traffic and you have trouble getting on the street. Maybe you think a stop light would help. You might want to call someone on the city council and tell them how you feel.

After legislators know what people want they write up a plan. This plan is sometimes called an act. The legislators study the act. They also talk about it to see if they should make any changes. The last thing legislators do is to vote on the act. Most of the time a majority vote is needed to put an act into law. If one more than half of the legislators vote to do something, you have a majority.

Look at the next page and answer the questions on legislators making laws. Remember legislators can be at the federal, state, or local level.

Answer the following questions on "Laws Made in the Legislature".

Write True or False for the statements below.

1. ________________Legislative laws must be passed in Washington D.C.
2. ________________Everyday people should not try to get in touch with their legislators.
3. ________________The county board is a kind of state legislature.
4. ________________The people in the legislature are interested in what citizens want.
5. ________________Congress makes laws for the whole country.

Fill in the blanks with the correct word in the sentences below.

1. Local laws are sometimes called ____________________________.
2. The ____________________makes laws for the State of Illinois.
3. A ______________________ ________________is needed to put an act into law.
4. People can ________________or _______________ legislaturs to let them know what they want.
5. The ____________________is the _________________branch of government.

THE COURTS

The second place laws are made is in the courts. This is happens at many levels. The Supreme Court is at the federal level. Any decision the Supreme Court makes becomes the law of the land. There are a number of courts at the federal, state, and local level. These courts all run a little differently. You will learn more about how the courts work in the unit on trials. For now let us say that any court decision affects the law. A court decision often "sets a precedent" (prec·e·dent). This means that a court decision sets an example for other cases. The law may be changed or kept the same by a court decision.

THE AGENCIES

Certain parts of government have been set up by the Constitution or the legislature. These special parts of government are called agencies (a-gen-cies). Agencies deal with specific problems. Specific problems are things like taxes, welfare, or transportation. There are agencies at the federal, state, and local level. This is just like the legislature and the courts. The Internal Revenue Service (I.R.S.) is an example of a federal agency. It makes rules about taxes. It also makes sure people follow the tax rules. An example of a state agency would be the Illinois Department of Public Aid. It makes rules about welfare. The rules have to do with what kind of help a person can get . Also the rules say what a person has to do to be able to get the help. An example of a local agency would be the school board. The Urbana School Board had to make a rule about adult ed. They said we could give a high school diploma to people who finished a certain amount of work.

You have now read about two more places laws are made. Besides the legislature laws are also made in court and in agencies. Answer the questions on the next page about the courts and agencies.

Answer the following questions on "Laws Made in the Courts and in Agencies."

Match the word on the left with its correct definition on the right.

_____1. agency
_____2. Supreme Court
_____3. court decision
_____4. School Board
_____5. precedent

a) may change the law or keep it the same.
b) example of a local agency
c) are at the federal, state, and local level.
d) sets an example
e) decisions become the law of the land.

How are agencies set up.

What do agencies do?

How does a court decision affect the law?

REVIEW

Below is a list of words in this unit. Use these words to fill in the blanks in the problem below.

criminal
civil
defendant
plaintiff
small claims
damages
guilty
prosecutor
misdemeanor

Problem: Al swears at Bob and calls Bob's girlfriend a dirty name. Bob slugs Al in the face and breaks his jaw. Al sues Bob for his doctor and hospital bills.

1. This is a ________________type of case.
2. Al is the ________________.
3. Bob is the _______________.
4. This case will probably be decided in ________________court.
5. The judge can award money called ___________________to Al if he decides Bob is at fault.

Problems: There is a district attorney where Al lives. The district attorney charges Bob with assault and battery. The punishment for assault and battery is a fine, going to jail or both.

6. This is a ____________________type of case.
7. The district attorney is the ______________________________.
8. Bob is the ________________________.
9. The punishment for assault and battery is up to six months in jail. This would be considered a ___________________.
10. To convict Bob, the district attorney must prove he is

_________________________.

Decide if the following statements are True or False.

____________1. There are three kinds of law.

____________2. A person can go to jail for breaking a civil law.

____________3. Formal charges in a criminal case are called an indictment.

____________4. Both civil and criminal cases involve a defendant

____________5. A misdemeanor is more serious than a felony.

____________6. Anyone accused of a crime has a right to a jury trial.

____________7. The General Assembly makes laws for the State of Illinois.

____________8. Legislators want to hear from the people.

____________9. A Supreme Court decision becomes the law of the land.

___________10. Agencies help the legislators to pass laws.

Answer the following questions. You can do this by writing the answers down or discussing the answers with your teacher.

1. Explain why we need law.

2. Name 3 places laws are made.

3. Make up your own civil law case. Tell what happened and who what.

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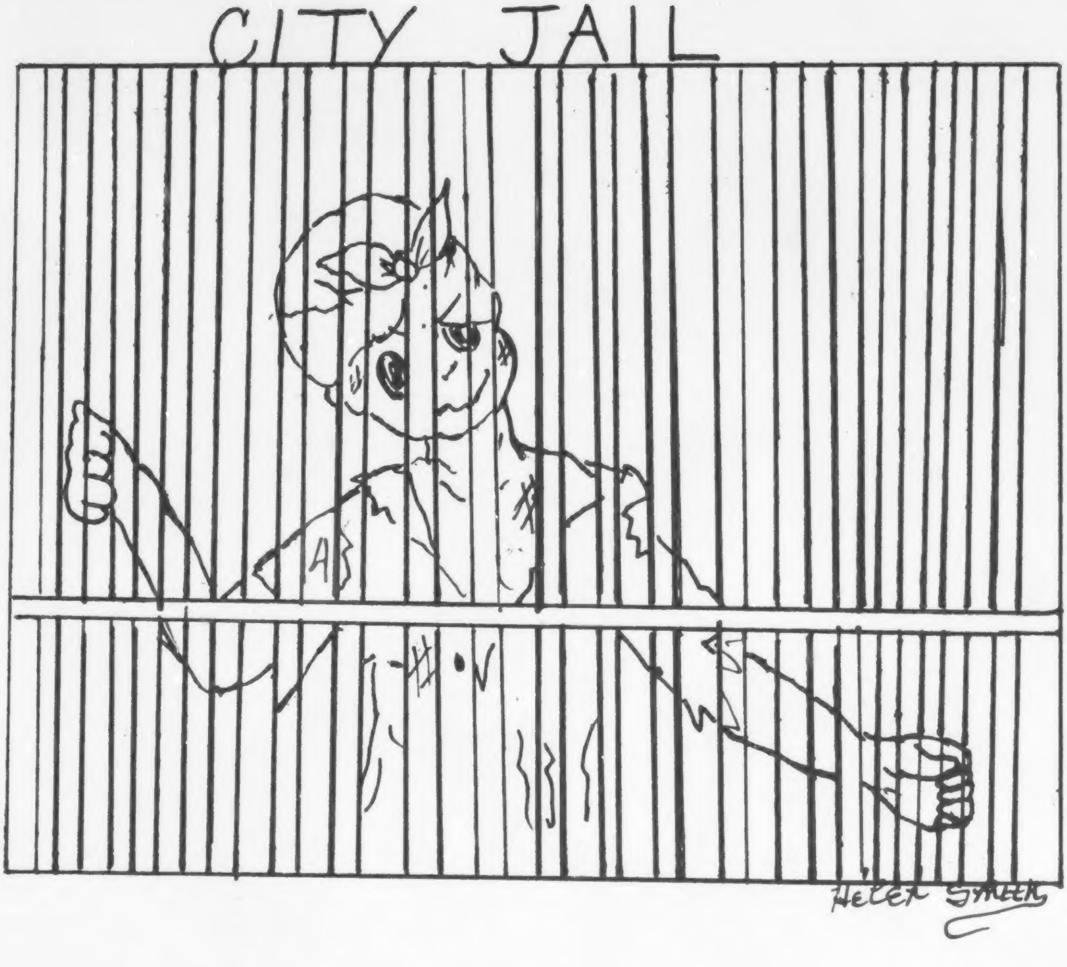
CRIMES


CITY JAIL
AB

BY LINDA E. SCHMIDT

pSs
PROJECT SURVIVAL SKILLS

INTRODUCTION

There are many things a person can do to commit a crime. A crime is any act a person does that is against the law. Also each state has its own laws that say what a crime is. It is impossible to learn about all the crimes there are. In this booklet we will look at most of the major crimes. The crimes we will be learning about are things that are against the law in every state.

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HOMICIDE

(hom-i-cide)

Homicide is the crime of killing another person. We often call it murder (mur-der). Whenever we listen to the news we hear about someone being killed. The news stories are usually very different. The stories are different because the circumstances (conditions or reasons) are different. Because there are different circumstances there are different types of homicides. Below is an explanation of these types of murders.

FIRST DEGREE MURDER - A person kills another person. He or she has thought about it for a long period of time before it is done. Also the murderer really wants to see the other person dead.

FELONY MURDER - A person kills another person while committing a crime. For example, often people commit crimes like robbery, rape or kidnapping and someone gets killed along the way.

SECOND DEGREE MURDER - A person wants to kill someone and does it. The reason the murder is second degree instead of first degree is because they have not thought about it ahead of time.

VOLUNTARY MANSLAUGHTER
(vol-un-tar-y) (man-slaugh-ter) - Manslaughter is another word for murder and voluntary means a person wants to do it. In this type of homicide a person kills someone else because he or she is very angry about something. Often the person who is murdered has done something serious to make the other person angry. You cannot kill someone just because there is an argument but this is how many murders start out. Voluntary manslaughter would be the charge if there was good reason.

INVOLUNTARY MANSLAUGHTER
(in-vol-un-tar-y) (man-slaugh-ter) - A person kills another person without meaning to do it. The person who does the murder acts very recklessly (dangerous or careless) and this causes the murder to happen. Involuntary manslaughter often starts when someone commits a misdemeanor (check unit on Law) such as starting a fight.

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NEGLIGENT HOMICIDE

(neg-li-gent) (hom-i-cide) - A person kills another person by accident. Someone could hit another person with a car and kill them. This would be negligent homicide.

JUSTIFIABLE HOMICIDE

(jus-ti-fi-a-ble) (hom-i-cide) - Justifiable means there is a good reason that something happened. In justifiable homicide a person kills another person in self defense or during a war. This is really not a crime.

Another word for murder is ________________________________.
There are many different kinds of murder. If someone hit a child with a car and the child dies the person could be guilty of ______________________. This is an example of murder that was an accident. What about murders that are not accidents? Let's look at the following stories.

John comes home from work one night. He finds his wife in bed with Tom, a man he works with. He gets very angry. The next morning he goes to work and waits for Tom. When Tom gets out of his car John shoots him to death. John can be charged with ________________________.

Dave and Jack are in a bar. Dave says Jack owes him money. They had a bet on a football game and Jack lost. Jack says he never made a bet. Dave calls him a liar. Jack hits him and a fight starts. Dave grabs a beer bottle and hits Jack on the head. Jack dies instantly. Dave can be charged with _____________ ____________.

Sue and Dan need money. They decide to hold up a small grocery store. Dan has a gun. The owner of the store refuses to give Sue and Dan the money. Dan shoots and kills him. Dan can be charged with ________________________________. She can be charged with _____________________________________.

RAPE

There are two kinds of rape. The one we usually hear about is called FORCEABLE RAPE (force-a-ble rape). This happens when a man forces a woman to have sex with him when she does not want to. Often the man uses a weapon like a gun or knife to get the woman to do what he wants. He may also threaten her by saying he will hurt her or someone close to her.

Sometimes it is hard for a woman to prove she has been raped. In most states she has to be looked at by a doctor. He must be able to tell that the woman has had sex. It is important for a woman to go to the hospital and see a doctor right away if she is raped.

The other kind of rape is called STATUTORY RAPE (stat-u-tor-y rape). This type of rape is not forced. Statutory rape means a man has sexual intercourse with a woman who is not 16 or 18 years old (depending on the state). If a woman is under the age set up by the state and she has sex, the man can be charged with rape. This charge is a felony.

A man arrested for statutory rape can say he didn't know how old the woman was but that can't be used as a defense in court.

If a woman is ____________________it is very important that she call the _____________________. Also she must be looked at by a ________________________. Often women are raped because someone threatens them with a ______________.

Ann is 14 years old. She goes out with Jim. Jim is twenty. After the movie Ann and Jim go to a motel. Ann agrees to have sex with Jim. Jim can be charged with ___________________________.

ASSAULT

(as-sault)

ASSAULT (as-sault) An assault is saying that you will hurt someone. Assault is a threat to do harm. The threat must be something you are able to do. The person you are threatening must believe you.

BATTERY (bat-ter-y) Battery is really carrying out the threat made in an assault. Battery is having bodily contact with a person in order to hurt him/her.Battery may also include contact with a person's clothing or something that belongs to them (ex. a person's purse).

AGGRAVATED ASSAULT AND BATTERY (ag-gra-vat-ed as-sault and bat-ter-y) This is committing assault and battery using a weapon. The weapon may be a gun or knife. Also the person is committing another crime. The other crime may be robbery or rape for example.

Trying to hurt someone is called ____________________________.
If you really do hurt them the crime is __________________________.
Look at the following situations to see if a crime is committed.

Dale and Nancy are arguing. Dale says Nancy spends too much money. He says if she doesn't stop it he will throw her out of the house. Is Dale guilty of a crime? ___________________________
Could he really do it? ____.

Donna is going out with Scott. Scott used to go steady with Alice but they broke up. Donna sees Alice in a department store one day. Alice tells Donna that she will beat her up if she doesn't stop seeing Scott. Alice is much bigger than Donna and really scares her. Is Alice guilty of a crime? ___________________. If so, which one? ____.

Ray and Tom break into a house to try to steal some money. The owner wakes up and tries to stop them. Ray and Tom beat him up with a baseball bat. What crime have they committed? ____________
____

PROPERTY CRIMES

Property (prop-er-ty) is something you own. Property includes your home, car, furniture, jewelry and money. Each of us has a number of things that belong to us. We all know of cases when a person tries to take something that does not belong to him or her. This is a property crime. It is often known as theft. Damaging a person's property is also a crime.

ARSON (ar-son) Arson is the crime of fire; setting fire to some else's property is a crime. It is also a crime to set fire to your own property if you do so to collect the insurance money.

VANDALISM (van-dal-ism) Vandalism is damaging another person's property. Vandalism is not an accident. It is done on purpose.

BURGLARY (bur-gla-ry) A person breaks into a home or business to steal something. If there are people in the house that can be hurt it is a more serious crime.

ROBBERY (rob-ber-y) A person takes something from another person. They do this by threatening the person or using a weapon (such as a gun or a knife). They also take what they are stealing directly from the person.

LARCENY (lar-ce-ny) A person takes something when the person who owns it is not around. If what is taken is worth less than $100, it is called "petit larceny." If what is taken is worth more than $100, it is called "grand larceny."

RECEIVING STOLEN PROPERTY (re-ceiv-ing sto-len pro-er-ty) It is against the law to take or buy things you know have been stolen.

EMBEZZLEMENT (em-bez-zle-ment) A person has a job that gives him a chance to steal something. Usually money is stolen but it doesn't have to be that. The person can steal things without anyone noticing for a long time, because he or she steals from where he or she works.

FORGERY (for-ger-y) A person signs someone else's name to an important document. An important document could be a check or a contract.

Taking something that belongs to someone else is called a ____________________ ______________. There are different kinds of this crime. Read the following stories. Try to decide what crime has occurred.

Mary knows that Dan has gone out of town for the weekend. She also knows that Dan has a very nice stereo and color television. Late Friday night she breaks a window to get in the house. She takes Dan's stereo and T.V. Mary can be charged with

______________________________.

Ruth finds a social security check on the sidewalk. The check is for $84.37 and she could use some extra cash. Ruth takes the check to the grocery store to try and cash it. She signs the name on the front of the check. The clerk asks for some identification but Ruth doesn't have any. Ruth can be charged with _________________________.

Tom works at the West Park Bank as a teller. Everyday he takes $10.00 and covers it up by changing the numbers on his balance sheet. If the people at the bank find out, Tom could be charged with ____________________________.

Sam and Dick play ball together. One night Dick leaves his wallet in a locker he shares with Sam. The wallet has $150.00 in it. Sam takes the money. Sam could be charged with _________ __________________________.

Don is having money problems. He cannot pay his house payment. He decides to burn his house down. Then he can get insurance money. Don could be charged with _________________.

DISTURBING THE PEACE

dis-turb-ing the peace

Disturbing the peace is also called disorderly (dis-or-der-ly) conduct. A person can be arrested for disturbing the peace for many reasons. A person may be arrested for this if he/she acts in a way that disturbs or offends other people. Some examples of disturbing the peace are:

1. making a lot of noise at night that disturbs other people.
2. getting together with many other people in public places and not moving when the police say to
3. making any trouble on public transportation such as the bus, a cab, train, or airplane.
4. Pushing, shoving, or in some way bothering another

These laws are not specific. They do not state exactly what you must do or not do before you will be arrested. They also change a little from state to state. The crime of disorderly conduct is usually a misdemeanor.

Disturbing the peace is also called ______________________. There are many different things a person could to to be charged with this crime. Let's look at some of the following examples.

Bob and his friends have just won the high school football game. They all go to a neighborhood where the kids from the loosing team hang out. Bob and his friends want to rub it in that they won. The police are afraid that there may be a fight. They tell Bob and his friends to move away from the street they're waiting on. The winning team refuses. Could they be charged with a crime? ________________ If you said yes, which crime would they be charged with? ____

Ed wants to have a party. It's his 21st birthday. He invites all his friends and they are all having a great time. Ed and his friends are making so much noise that his neighbors call the police. Ed tells the police that he doesn't have to keep the party quiet. He says it is his house and he can do anything in it that he wants. Is Ed right? ________________What might Ed be charged with? ____

DRUG CRIMES

Possessing or selling drugs is against federal and state laws. Each state has different laws but the federal laws are the same. The federal laws are explained on the chart below.

DRUG	PUNISHMENT
Group A Marijuana Heroin Codeine Peyote Cocaine	For possessing these drugs, a person could get up to one year in jail and/or a fine of $5,000. This is for the first offense. If a person is convicted a second time, he/she could get two years in jail and a fine of up to $10,000.
Group B LSD, DMT, Amphetamines Barbiturates	A person would get a jail sentence of up to one year and/or a $5,000 fine. If a person is convicted a second time, the jail sentence and fine can double.

Possessing drugs means you have drugs on you. It could also mean you have drugs in your house or car. It is against the law to have certain drugs. Possessing drugs is against federal and state laws. Each state has different laws. Federal laws are the same. There are two groups of drugs it is illegal to have. There is a different punishment for the two groups. Look at the chart above.

DRUG	SELLING IT
Group A Marijuana Heroin Codeine Peyote Cocaine	For selling these drugs, a person could get up to 15 years in jail and/or a fine of $25,000. If a person is convicted a second time, he/she could get double the above time in jail and fine.
Group B LSD, DMT Amphetamines Barbiturates	A person convicted of selling these drugs can get a jail sentence of up to 5 years. They may also get a $15,000 fine. This may be doubled if the person is convicted a second time.

Some people do not possess drugs. Some people sell them. Selling drugs is very serious. It is more serious than possessing them. The punishment is more serious, too.

It is against federal and state laws to ________________ or ________________________certain drugs.

Write down what could happen to a person for possessing marijuana. This is the first time they have been convicted.

Write down what could happen to a person for selling L.S.D. This is the second time the person has been convicted.

REVIEW

Answer the following questions to see what you have remembered.

1. Match the word with its meaning.

a. _______rape	1. killing another person
b. _______disturbing the peace	2. taking something that belongs to someone else
c. _______homicide	3. forcing a woman to have sex
d. _______property crime	4. pushing or shoving another person

2. Decide if the following people have broken a criminal law. Write yes or no in the blank.

a. _______Dan tells Mary she is ugly.

b. _______Mary slaps Dan for being so nasty.

c. _______Dan takes Mary's money by grabbing her purse.

d. _______Dan and Mary yell at each other so loudly the neighbors call the police.

c. _______Mary shoots and kills Dan.

3. You have read many cases in the unit. Now you make one up. First explain the case to your instructor and then tell what crime was committed.

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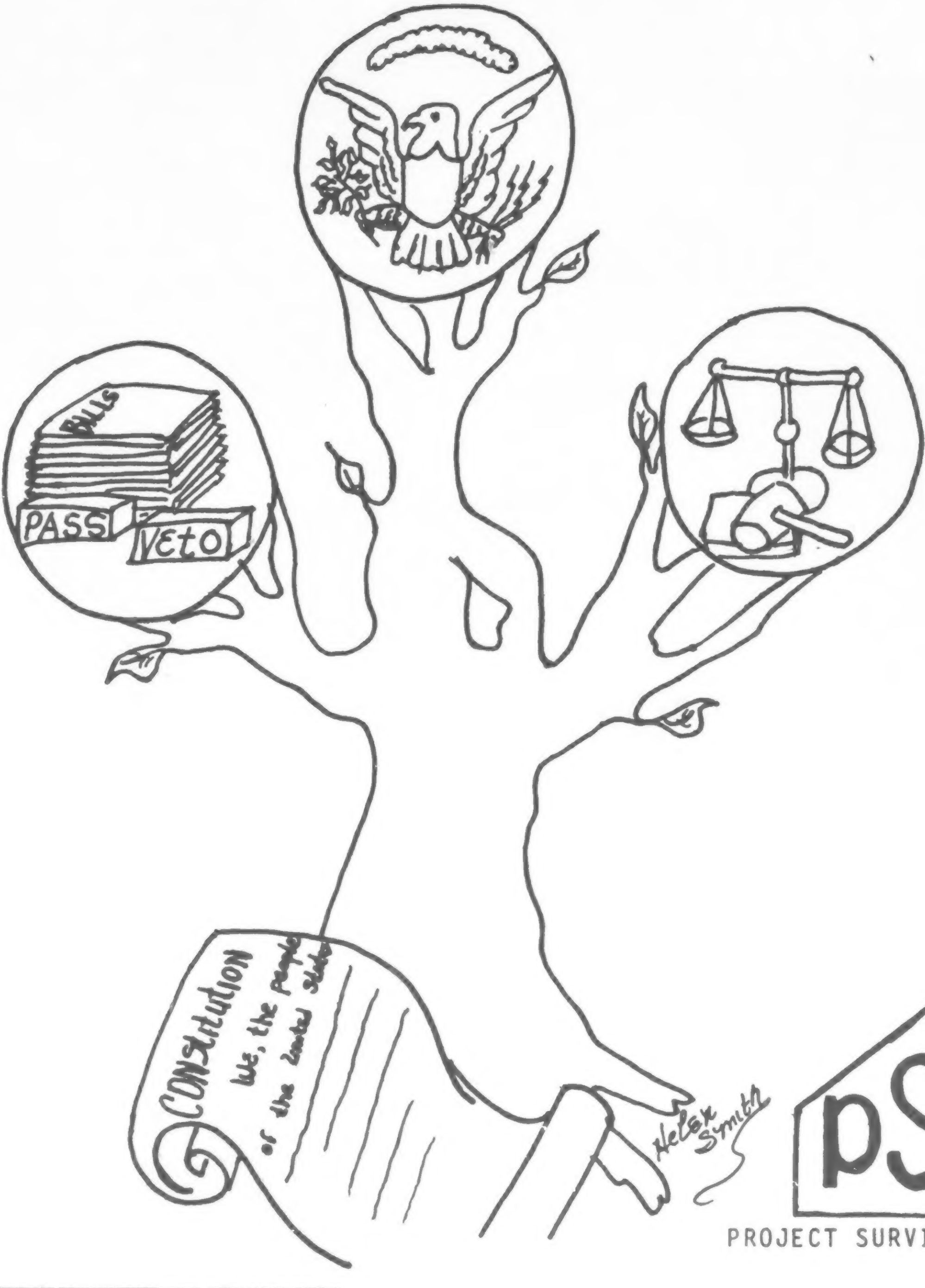
FEDERAL GOVERNMENT


BILLS
PASS
VETO
CONSTITUTION
We, the people of the United States
Helen Smith

pSs
PROJECT SURVIVAL SKILLS

BY LINDA E. SCHMIDT

INTRODUCTION

The word GOVERNMENT (gov-ern-ment) has eight meanings in the dictionary. We are only going to learn about one of those meanings here. We are going to study about the way in which the country is run. Government is set up to run the country. We have three departments or branches of government in the United States. We also have three levels of government. In this unit we will look at the different branches of government. We will see what each branch of government does and who the main people in each branch are. We will also see how the federal level of government runs. In another unit we will look at State and Local Government.

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THE CONSTITUTION

The CONSTITUTION (con-sti-tu-tion) is what laws are based on in the United States. The Constitution was written around 1789 when the country started. It said what rights the people should have and what kinds of laws should be made. Any laws we make cannot go against what is said in the Constitution. For example, the Constitution says that people are free to believe in any religion they want. That means we could not make a law that said everyone must go to the same church or believe in the same religion. The Constitution already says that cannot happen.

This makes it sound like it is pretty easy to write laws. The only thing you need to do is what the Constitution says to do. It is too bad, but making laws is not really that simple. The Constitution is not always completely clear about what is O.K. and what is not. There have been many debates about this since the country started. The Supreme Court makes the final decision about what laws are allowed in the Constitution and what laws are not allowed. We will learn more about the Supreme Court and making laws in the sections coming up.

The Constitution has seven articles (ar-ti-cles). An article is a part of a piece of writing. It explains something. The Constitution also has twenty-six amendments (a-mend-ments). An amendment is a change. These amendments and articles are sort of like "rules of the road" for the government. They explain how the government will operate (op-er-ate). We will look more closely at how the government operates in the next four sections. In short, the Constitution calls for the following:

a) The citizens will rule. They do this by electing people to represent (rep-re-sent) them.

b) We use majority (ma-jor-i-ty) rule to decide things. This means that when more than half the people want something that is how it is done. Voting is very important in majority rule.

c) There are three branches of government. Each branch keeps an eye on the other ones. The branches are the executive (ex-ec-u-tive), the legislative (leg-i sla-tive), and the judicial (ju-di-cial).

d) There are three levels of government. They are the federal (fed-er-al), the state, and the local.

This will all be clearer as you work through the unit.

Fill in the blank with the correct word.

1. There are ______________ amendments to the Constitution.

2. There are three branches of government: the ______________________,
the ______________________________, and the ______________________.

3. There are three levels of government: ________________________,
____________________________, and ________________________________.

The Constitution also includes The Bill of Rights. The Bill of Rights says what rights we are guaranteed (guar-an-teed). These rights are things that cannot be taken away unless we break the law. The Bill of Rights includes ten important rights. They are described below.

1. Every citizen (cit-i-zen) is guaranteed "freedom of speech". Every citizen is free to express his/her own opinion. This can be done by writing, talking, or getting together for a meeting. This right also includes the freedom to belong to any church you choose.

2. Every citizen has the right to "bear arms". This means citizens have the right to own a gun. Today we do have laws about the kind of gun you may have. This right is to give people a chance to protect themselves.

3. Citizens cannot be forced to let people in the army live with them.

4. No citizen can have his/her home or belongings searched illegally (il-le-gal-ly). This means no one can come in your home or look at your belongings without a legal search warrant.

5. A person does not have to testify (tes-ti-fy) against himself or herself. This means a person does not have to give details of a crime or confess if he/she does not want to. Also, a person cannot be forced to go to trial for a crime more than once.

6. A person accused of a crime must be told what he/she is being charged with. This person also has the right to a fast trial.

7. A person accused of a crime has the right to have a jury trial. This means a judge and twelve men and/or women hear the case. The jury decides if the person is guilty or not guilty.

8. A person accused of a crime cannot be forced to pay excessive (ex-ces-sive) bail. This means that a person does not have to pay more money than is reasonable for the crime he/she committed. Also a person cannot be given "cruel and unusual punishment (pun-ish-ment)". This means a person who steals $50.00 cannot be put to death. The crime was not that serious.

9. This right says the Constitution may not have listed all the rights. This right says a person may always go to court. In court they will find out if they have a right to something that is not written in the Constitution.

10. This last right in the Bill of Rights is about power. It says that power for things like marriage, divorce, or education belongs to the states or the people. This right may be clearer when we look at the different levels of government.

These ten items make up the Bill of Rights. The Bill of Rights is also called the First Ten Amendments. An amendment is a change. It is often a change to make something better. The Bill of Rights was set up to make the lives of citizens better.

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Match the words on the left with the statements on the right.

1. __________ Constitution

2. __________ Bill of Rights

3. __________ illegally

4. __________ testify

5. __________ amendment

a. Doing something against the law

b. Rights we are guaranteed by the Constitution

c. Tells us what rights people have and what laws can be made

d. A change in the Constitution

e. To give details of a crime or confess to a crime

Answer the following questions.

1. Which right in the Bill of Rights do you feel is most important?

2. Why do you feel it is the most important?

Answer the following True-False questions. They are about the Bill of Rights.

1. __________ Citizens are guaranteed the right of free speech.

2. __________ The government can force you to let people in the army live in your home.

3. __________ The police may not search your home or belongings without a search warrant.

4. __________ A person cannot be given "cruel and unusual punishment" for a crime committed.

5. __________ A person must always give details of a crime or confess.

6. __________ People may not have guns for any reason.

7. __________ Courts must tell people accused of a crime what they are charged with.

8. __________ People may have some rights that are not listed in the Constitution.

9. __________ Only a few people may have a trial by jury.

10. __________ Certain laws are left up to the states or the people.

The Constitution has a total of 26 Amendments. Five of these also deal with your rights as a citizen. They are listed below. The number beside them is the number that is given in the Constitution.

13. No person can be forced to be a slave. This amendment was added after the Civil War. It was a way of making sure the black people were no longer forced to work without pay.

14. This amendment restricts (re-stricts) what the state governments can do to citizens. The state governments cannot deny a citizen any legal rights listed in the Constitution. The states must also apply all laws equally to every person. All citizens must be treated the same. At first this amendment was written to protect black people. Now it is important to everyone. All citizens are treated fairly because of this law.

15. Every citizen has a right to vote.

19. Women are citizens; so they can vote.

26. Legal voting age is 18 years old.

Fill in the blanks with the correct words.

1. All people born in the United States are ______________________________.

2. Legal voting age is __________________________________.

3. No person can be forced to be a ____________________________.

4. A citizen cannot be held by the police unless he/she is charged with

   a _______________________________.

FEDERAL GOVERNMENT

(fed-er-al gov-ern-ment)

Have you ever been to Washington, D.C.? You may have seen the White House. This is where the President lives. The Congress also meets in Washington, D.C. Finally, the Supreme Court can be found there. The President, the Congress, and the Supreme Court make up the major parts of the three branches of government. These three branches are the executive branch, the legislative branch and the judicial branch. The President heads the executive branch of government. The Congress is the legislative branch of government. The Supreme Court is the top court in the judicial branch of government. Each branch of government has a different job. The executive branch (the President) is supposed to execute (ex-e-cute) or carry out the laws. The legislative branch (the Congress) is supposed to make the laws. Finally, the judicial branch (the Courts) make sure that laws passed do not go against the Constitution. Let's look more closely at each branch.

THE EXECUTIVE BRANCH

The President is the main figure in the executive branch of government. Along with the President we have a Vice-President. His job is to help the President. The Vice-President also takes over if anything happens to the President. For example, President Kennedy was killed in 1962. Vice-President Lyndon Johnson became the President.

What is the President's (and Vice-President's) job? We said above that the executive branch carried out the laws. What does this mean? Let's say that Congress passes a law. The law says that all 18 year old women must register for the draft. The President's job is to make sure this happens. The President must set up a system for young women to register.

It would be very hard for the President to set up a draft system alone. The President does have help. One part of the executive branch is the Cabinet (ca-bi-net). The Cabinet is a group of people who are experts in certain fields. The Cabinet gives the President advice. Each Cabinet member is in charge of a department. In the example about the draft problem, the President would go to the Defense Department. The person in charge of the Defense Department is called the Secretary (sec-re-tar-y) of Defense. The Secretary of Defense could give advice to the President. He could suggest ways the President could set up the draft laws.

Altogether there are eleven departments that make up the Cabinet. Each of these departments is listed on the chart called "The Executive Branch". It is at the end of this section.

The Cabinet is not the only source of help for the President. The executive branch includes the President, the Vice-President, and the Cabinet. It also includes the Executive Office of the President and the Independent (in-de-pen-dent) Regulatory (reg-u-la-tory) Agencies. The Executive Office of the President is the official name for what the news often calls the "presidential advisors". These people give the President advice as to how things are going in different areas of the government. An example would be the President's economic (ec-o-nom-ic) advisors. They could advise him on money matters in the country. The Independent Regulatory Agencies control matters such as atomic energy, federal home loans, and printing money. Often these agencies do the work to carry out what the President wants. On the next page you will find a chart. It shows the different departments and names of each.

THE
PRESIDENT
AND
VICE PRESIDENT
OF THE
UNITED STATES

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET	NATIONAL AERONAUTICS AND SPACE COUNCIL	THE WHITE HOUSE OFFICE	NATIONAL SECURITY COUNCIL	OFFICE OF EMERGENCY PLANNING	OFFICE OF THE REPRESENTATIVE FOR TRADE NEGOTIATIONS	OFFICE OF SCIENCE AND TECHNOLOGY	COUNCIL OF ECONOMIC ADVISORS

CABINET DEPARTMENTS	OVER 30 INDEPENDENT COMMISSIONS AND AGENCIES INCLUDING THE REGULATORY COMMISSIONS. SOME OF THE MOST IMPORTANT ARE:
STATE	ATOMIC ENERGY COMMISSION
TREASURY	CIVIL AERONAUTICS BOARD
DEFENSE	FARM CREDIT ADMINISTRATION
JUSTICE	GENERAL SERVICES ADMINISTRATION
POST OFFICE	INTERSTATE COMMERCE COMMISSION
INTERIOR	UNITED STATES CIVIL SERVICE COMMISSION
AGRICULTURE	NATIONAL LABOR RELATIONS BOARD
COMMERCE	SECURITIES AND EXCHANGE COMMISSION
LABOR	SELECTIVE SERVICE SYSTEM
HEALTH ED. AND WELFARE	VETERANS' ADMINISTRATION
	FEDERAL COMMUNICATIONS COMMISSION

Answer the following questions.

1. What is the job of the executive branch?

2. Who heads the executive branch?

3. List some of the groups that help the President.

THE LEGISLATIVE BRANCH

In the first section we talked about the Constitution. We said the Constitution calls for "rule by the people". Do you feel like you are one of the rulers? Have you ever made a law? You probably answered "no" to both questions. Let's look at what the legislative branch is all about. You may find that you really do fit into the picture in ruling the country.

The Constitution says that the Congress can make laws to do certain things. There are twelve major powers that Congress has in making laws. The Constitution is very long. It is difficult to understand sometimes. We can say that there are about twelve kinds of laws the Constitution lets Congress make. Below you will find a short explanation of these twelve kinds of laws. The Constitution says Congress can pass laws to:

1. Control foreign and interstate commerce. Commerce means business, especially buying and selling. Interstate is between two or more states.
2. Make laws for becoming a citizen and for claiming bankruptcy (bank-rupt-cy).
3. Set up post offices.
4. Grant patents and copyrights (cop-y-rights).
5. Set up the federal court system.
6. Control Washington, D.C. and all federal land such as parks, forts, and docks.
7. Declare war.
8. Set up and support the army.
9. Set up and keep a navy.
10. Make laws to control land and naval forces.
11. Call out the armed forces to fight invasions (in-vas-ions) and make sure federal laws are obeyed.

12. Provide for setting up rules and weapons for the armed forces.

The Constitution says Congress can pass laws in the above twelve areas. This really doesn't seem like much, does it? Well, the Constitution also gives Congress another power. It says that Congress can make any laws needed to carry out the twelve items we just talked about. Did you notice the word "tax" in any of those twelve items? How can you set up an army with no money? Tax is an example of a law Congress can make to carry out the twelve items listed. Can you thing of any other examples? Do you know of federal laws that are not listed?

Now we have a good idea of what Congress is supposed to do. Who makes these laws? The Congress has two parts. One part of Congress is the Senate. The other part is the House of Representatives (Rep-re-sen-ta-tives). Senators and Representatives are elected by you to serve in Congress. Why are there two different parts to Congress? Doesn't that just confuse things? Well, there are two reasons for having a Senate and a House of Representatives.

The first reason has to do with how Congress is elected. There was some argument about this when the Constitution was written. Some people felt that each state should get the same number of representatives in Congress. Other people felt differently. These people felt that some states had many more people living in the state. They thought larger states should get more representatives than smaller states. The Constitution made a compromise (com-pro-mise). It set up a two-house Congress.

One house is the Senate. Each state can elect two Senators. The Senate is not based on the number of people living in the state. Every state gets two Senators no matter what the size of the state is. The other house of Congress is the House of Representatives. Each state can elect a certain number of Representatives. The number depends on how many people live in the state. Senators are elected "at large". This means everyone in the state votes for Senators.

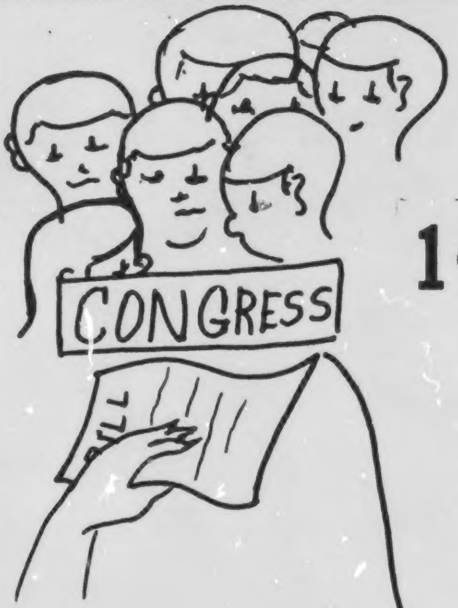
Representatives (usually called Congressmen) are elected in certain areas. Each state is divided into congressional (con-gres-sion-al) districts. The voters in each district elect one Congressman to send to Washington. This system of electing Senators and Representatives was a way of being fair to large states and small states.

We said there were two reasons for having a two-house Congress. What is the other reason? The other reason for two houses in Congress is so that Congress does not get too powerful. The two-house system means that each house keeps an eye on the other one. A law cannot become a law unless it is approved by both houses. The Senate and the House of Representatives has to vote in favor of a new law. This was also set up in the Constitution. It was hoped that two-house approval would also protect the people from unwanted laws.

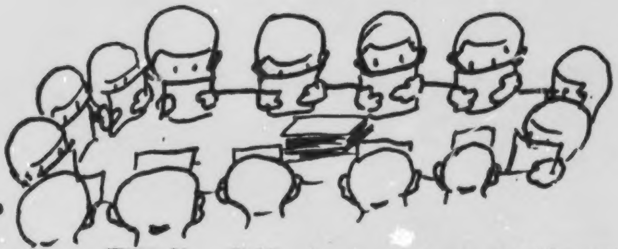
We have talked about what kind of laws Congress can pass. We have also talked about the two houses of Congress. We have not discussed how laws are made. Do all the Senators and Representatives just get together and vote "yes" or "no"? This is not at all how it is done. The way we pass laws can be very confusing.

Below is a chart that explains how a bill becomes a law. (A bill is the word for a possible law. Congress works on "bills". A bill is not a law unless it gets approved in both houses.) Look at the following chart.

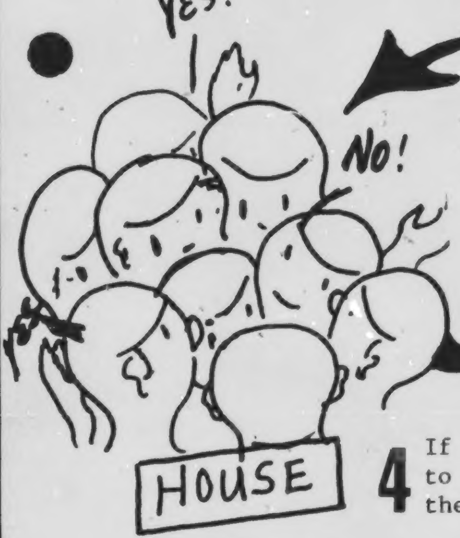
How A Bill Becomes A Law


CONGRESS
BILL

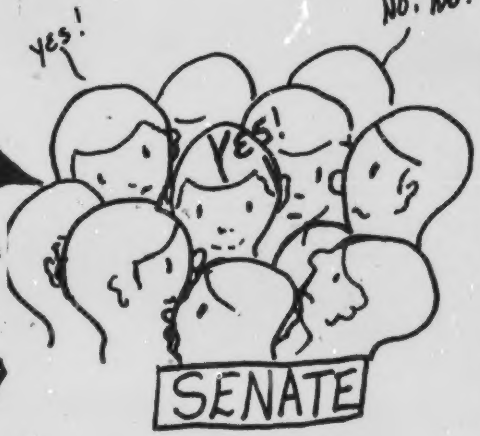
1 The **BILL** is introduced. (Must be introduced by Senator or Representative.)



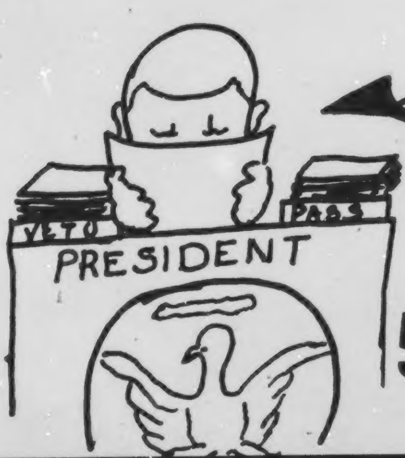
2 The bill is sent to a **CONGRESSIONAL COMMITTEE.** This Committee studies and may change the bill.


YES!
No!
HOUSE

3 The bill comes out of the Committee and goes to the **HOUSE OF REPRESENTATIVES.** The bill must receive a majority vote to pass.


yes!
No! No!
YES!
SENATE

4 If the bill passes the House it goes to the **SENATE.** The Senate must pass the bill with a majority vote also.


VETO
PASS
PRESIDENT

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by Helen Smith

5 If the bill passes the House and the Senate, it goes to the President. The President may sign or veto the bill.

Fill in the blanks in the following statements with the right words.

1. Congress is set up to make ______________________________.
2. There are _____________________ areas Congress can make laws about.
3. There are two parts to Congress: the ____________________________ and the _____________________________________.
4. Every state elects _________________ Senators from their state.
5. The number of ____________________________________ from a state depends on how many people live in that state.
6. We have two houses in the Congress so that Congress cannot become too ___________________________________.
7. A law cannot become a law unless it is approved by _________________ __________________________.
8. Write the 5 steps involved in a bill becoming a law.

    a.

    b.

    c.

    d.

    e.

THE JUDICIAL BRANCH

The last branch of government we will look at is the judicial branch. Have you ever heard someone say, "I'm going to bring this case to the Supreme Court!"? Well, actually it is not easy to take a case to the Supreme Court. The Supreme Court only hears very major cases. Most cases the Supreme Court hears are about rights. This court decides if your individual rights have been violated (vi-o-lat-ed). The Supreme Court has the last word in any case.

The federal court system includes more parts than just the Supreme Court. These are often called the lower courts. The lower courts take care of most cases. Let's look at the whole federal court system. Keep in mind we are talking about federal courts.

The federal courts have three jobs. First, they interpret the Constitution. You may have heard someone say a law is "unconstitutional" (un-con-sti-tu-tion-al). Federal courts decide if a law goes against the Constitution or if the law is allowed in the Constitution.

The second job of federal courts is to settle disputes that the states cannot handle. Let's say a person breaks a federal law. An example of this would be dealing illegal drugs. A state court could not try a person for a federal offense even if the offense happened in the state. A federal court would handle the case.

The last job of federal courts is to settle arguments between states. An example might be the control of a waterway. Two states could have a river between them. Both states may want to control the river. A federal court could decide the argument.

There are three levels of federal court. The first type of federal court is District Court. District Court is the lowest federal court. This means that any federal case goes to District Court first. Each state has at least one District Court. What if a person or group is unhappy with a District Court decision? They may want to appeal the decision. Appeal means you want someone with more authority to look at your case. A case goes to the U.S. Court of Appeals if there is a question.

The U.S. Court of Appeals is the second federal court. This court is important. Usually the U.S. Court of Appeals decision (de-ci-sion) is the final decision on a case. Very few cases get any further than the U.S. Court of Appeals.

The last court in the federal court system is the Supreme Court. It is the highest court in the country. Let's look more closely at the Supreme Court.

The Supreme Court has nine members. Eight of these members are called justices (jus-tic-es). A justice is much the same as a judge. The title "justice" shows a person to be a higher court judge. The ninth member of the Supreme Court is the Chief Justice. He and all the Supreme Court Justices are appointed by the President. They also must be approved by the Senate.

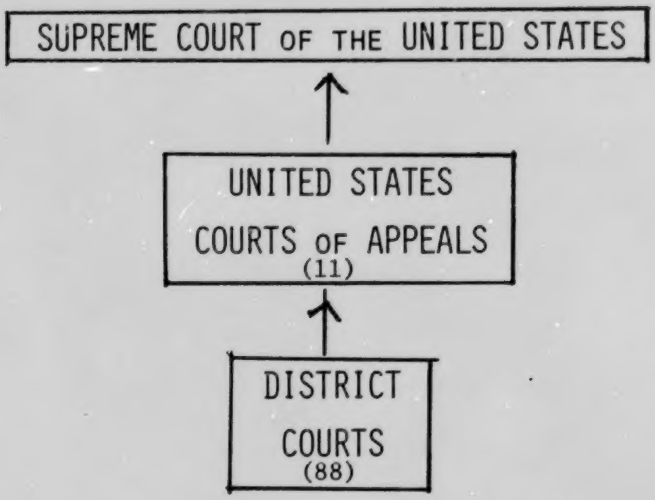
What is the difference between the Justices and the Chief Justice? The difference has to do with making decisions. It is like this. The Supreme Court hears a case. Each justice votes on the decision. The Chief Justice votes last. This way if there is a tie (4 votes on each side) the Chief Justice breaks the tie. In many cases this is a very important vote.

What cases does the Supreme Court hear? We have already said that very few cases get to the Supreme Court. The Supreme Court only hears cases that affect many people. A person convicted of murder could not appeal his/her case to the Supreme Court. The Supreme Court did make a ruling about abortion laws. This ruling affected many, many people in the United States.

The Supreme Court hears cases that affect a lot of people. It also hears cases about laws. The Supreme Court decides if a law is constitutional or unconstitutional. A constitutional law is one that does not go against your rights. An unconstitutional law is one that does go against your rights. This kind of law cannot be enforced after the Supreme Court decides it is unconstitutional. The decisions are very important. A ruling by the Supreme Court becomes the law of the land. This means the Supreme Court is very powerful.

Look at the chart on the next page. It shows the federal court system.

DIAGRAM OF THE FEDERAL COURT SYSTEM


SUPREME COURT OF THE UNITED STATES
UNITED STATES COURTS OF APPEALS
(11)
DISTRICT COURTS
(88)

Answer the following True-False questions. They are about the judicial branch of the government.

1. ____________ There are three types of courts in the judicial branch.

2. ____________ Federal courts decide if a law is constitutional or not.

3. ____________ Federal courts will not settle arguments between states.

4. ____________ District Court is the highest court in the land.

5. ____________ The final decision in a case is usually made by the U.S. Court of Appeals.

6. ____________ The highest court in the land is the Supreme Court.

7. ____________ There are 12 justices on the Supreme Court.

8. ____________ The Chief Justice of the court often breaks a tie in the voting.

9. ____________ The Supreme Court only hears cases that affect many people.

10. ____________ A ruling by the Supreme Court does not become the law of the land.

CONCLUSION

We have looked at the different branches of federal government. The following list will tell you who some of the major people are in federal office now. All these people are elected, except the Chief Justice of the Supreme Court. The list will also tell you how long their term is. A term is the amount of time you hold office. Those holding office now are:

President	Jimmy Carter	4 years
Vice-President	Walter Mondale	4 years
U.S. Senator	Adlai Stevenson	6 years
U.S. Senator	Charles Percy	6 years
U.S. Representative	Edward Madigan	2 years
Chief Justice	Warren E. Burger	lifetime

CONCLUSION

BRANCHES OF GOVERNMENT

	EXECUTIVE	LEGISLATIVE	JUDICIAL
LEVELS OF GOVERNMENT	Suggests laws and sees they are carried out	Represents the citizens and works to pass laws	Hears many court cases and decides if new laws are constitutional
FEDERAL	PRESIDENT VICE PRESIDENT	HOUSE OF REPRESENTATIVES SENATE Together known as CONGRESS	SUPREME COURT 8 Justices 1 Chief Justice
STATE	GOVENOR Lt. GOVENOR	HOUSE OF REPRESENTATIVES SENATE Together known as the GENERAL ASSEMBLY	STATE SUPREME COURT 6 Justices 1 Chief Justice
LOCAL	MAYOR COUNTY BOARD CHAIRMAN	CITY COUNCIL COUNTY BOARD SCHOOL BOARD	CIRCUIT COURT TRAFFIC COURT JUVENILE COURT

The chart shows examples of the different branches of government. It also shows the different levels of government. The boxes in the middle show who some of the main people are in a certain branch and level of government. If you have any trouble with all of the new words in the chart your instructor will be glad to explain them.

REVIEW

Fill in the blanks with the correct word or statement from the following list.

Constitution
Bill of Rights
amendment
President
Congress

Supreme Court
citizens
Judicial
Legislative
Executive

1. ____________________ are changes made to the Constituion.

2. The ____________________ branch of the government tells us what the laws mean.

3. ____________________ makes up the legislative branch of the government.

4. The ______________ ______________ tells us the rights we are guaranteed by the Constitution.

5. The ____________________ is the head of the executive branch of the government.

6. All people born in the U.S. are ____________________.

7. The ____________________ tells us what laws can be made and what rights people have.

8. Laws are made by the ____________________ branch.

9. The ______________ ______________ is the highest court in the United States.

10. Laws are carried out by the ____________________ branch of the government.

Answer the following questions.

1. What is the job of the judicial branch of the government?

2. What is the job of the executive branch of the government?

3. What is the job of the legislative branch of the government?

RESOURCES

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Smith, Helen H. (Teacher Aide) Urbana School District #116. Urbana, Illinois, 1978.

EDUCATION IS A LIFELONG PROCESS

URBANA SCHOOL DISTRICT 116

ADULT EDUCATION PROGRAM

STATE AND LOCAL GOVERNMENT

STATE HIGHWAY
UNDER
CONSTRUCTION
CAUTION:
CITY
POLICE
CITY
FIRE
DEPT.
by Helen Smith

pSs

PROJECT SURVIVAL SKILLS

317

3:37
Blue

BY LINDA E. SCHMIDT

INTRODUCTION

You have done a unit on Federal Government. Now we will look at the other two levels of government. These are State Government and Local Government. Often we will compare what we already know about Federal Government to how State and Local Governments work.

STATE GOVERNMENT 2
LOCAL GOVERNMENT 12
CONCLUSION 16
REVIEW 18

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STATE GOVERNMENT

We have looked at Federal Government. The next level of government is State Government. Most of the state government work in Illinois is done in Springfield. You will find that state government is very much like federal government in many ways. Illinois also has a Constitution. This Constitution spells out what powers the state government has. There is one big difference between federal and state government. That difference has to do with what the two levels do.

The state government makes laws about such things as business, education, marriage, and divorce. It also makes driving rules, and legal drinking age rules. The state government also sets up rules for new cities or towns. Finally, it makes rules about state crimes, state police, and the state court system. These are things the federal government does not do. There are also some powers that the federal and state governments both have. One of these is the power to tax. In Illinois we pay state income tax and federal income tax.

How do federal and state governments decide on who does what? The "who does what" problem was taken care of in the U.S. Constitution. The 10th Amendment cleared up the question. It said that the Constitution (U.S.) spelled out what power the federal government had. Any power not given to the federal government belongs to the state government or to the people. Now we have an idea of what state government does. Let's look at each branch of state government.

THE STATE EXECUTIVE OFFICE

The main figure in the state executive office is the Governor (gov-er-nor). The Governor's job is much like the President's job. The job is to carry out the laws. The Governor must see that state laws are carried out. The governor also has help. One helper is a(lieu-ten-ant) Governor. The Lieutenant Governor takes over if anything happens to the Governor.. There is one difference though. The President and the Vice-President run for office together. The Governor and the Lieutenant Governor do not. This means a Governor could have an assistant that he/she did not choose. This could make the job difficult.

The Governor does not have an official Cabinet like the President. The Governor gets advice from people who are elected. People in the state vote for the Secretary (sec-re-tar-y) of State, the Attorney (at-tor-ney) General (gen-er-al), the State Treasurer (treas-ur-er), and the Comptroller (comp-trol-ler). The Comptroller is in charge of watching how state money is spent. He also makes sure taxes are collected. The State Treasurer makes sure state money is safe. He writes the checks for all state bills. The Secretary of State has many jobs. He issues license (li-cense) plates, drivers' licenses, and ownership papers on cars, trucks, boats, etc. The Attorney General is the main law officer in the state. He gives legal advice to the state officers. He also represents the state in federal court. These are the main officers in the state executive branch.

Fill in the blanks with the right word. The following statements are about state government and its executive branch.

1. The state government makes laws about such things as

   ____________________, ____________________

   ____________________, and ____________________.

2. The ______________ amendment of the U.S. Constitution tells what powers belong to the state governments.

3. The head person in the state executive office is the

   ______________________.

4. The job is similar to the ____________________ job.

5. The Governor's main helper is the ______________

   ______________________.

6. The Governor's other helpers are elected by the people. They are the ____________________, the ________

   __________, the ______________, and the

   ______________________.

7. The ____________________ is in charge of watching how state money is spent and making sure taxes are collected.

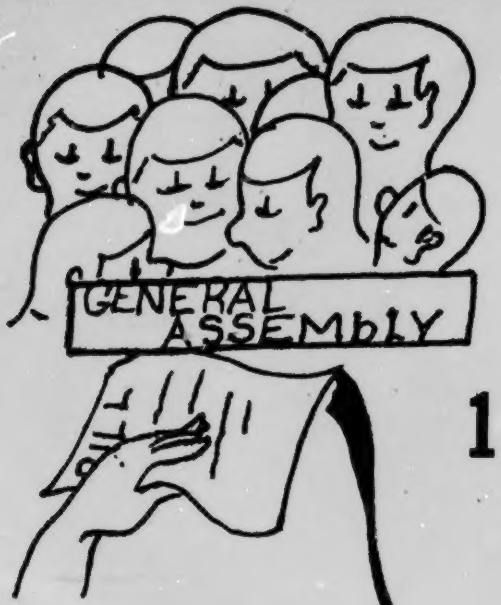
8. The ____________________ pays all the state bills.

9. The ____________________ issues drivers' licenses and license plates.

10. The ____________________________ is the main law officer in the state.

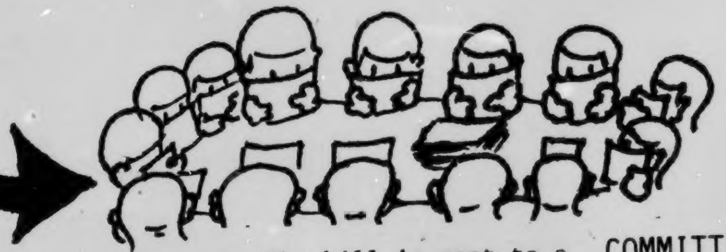
THE STATE LEGISLATURE

In Illinois the state legislature is called the General (gen-er-al) Assembly (as-sem-bly). The General Assembly is very much like the U.S. Congress. The job of the General Assembly is to pass laws for the state of Illinois. It has two houses also. The General Assembly has a State Senate and a State House of Representatives. Members of the General Assembly are elected differently than members of the U.S. Congress. Illinois is divided into congressional (con-gression-al) districts. Each congressional district may elect one state senator and three state representatives. Laws in Illinois are passed in the General Assembly. The chart on the following page explains how this happens.

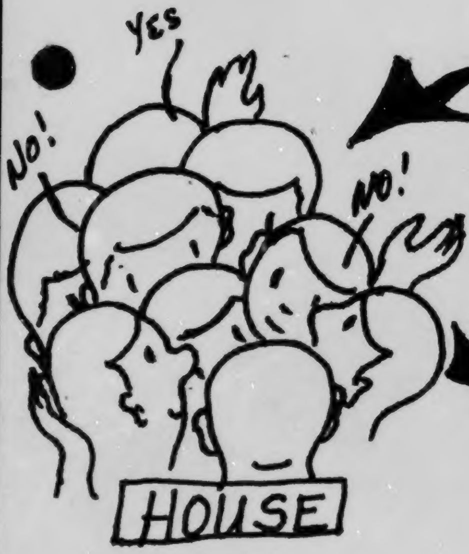

GENERAL ASSEMBLY

HOW A BILL BECOMES A LAW

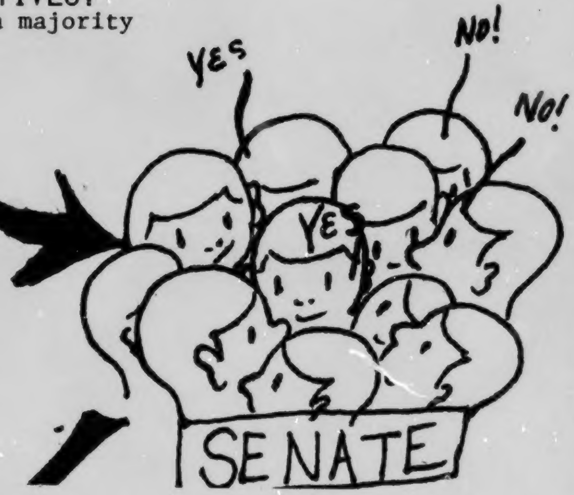
1 The BILL is introduced.
(Must be introduced by Senator or Representative.)

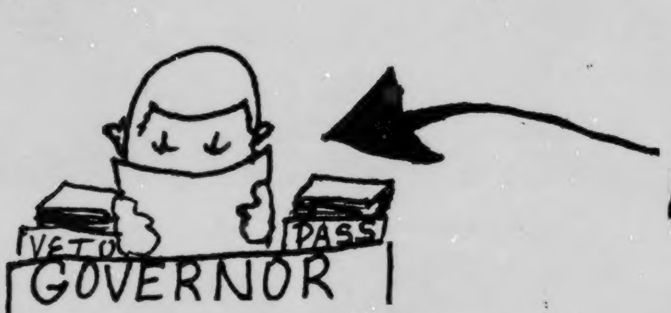


2 The bill is sent to a COMMITTEE. This Comittee studies and may change the bill.


YES
NO!
NO!
HOUSE

3 The bill comes out of the Committee and goes to the HOUSE OF REPRESENTATIVES. The bill must receive a majority vote to pass.


YES
NO!
NO!
YES
SENATE


VETO
PASS
GOVERNOR

4 If the bill passes the House it goes to the SENATE. The Senate must pass the bill with a majority vote also.

5 If the bill passes the House and the Senate it goes to the GOVERNOR. The Governormay sign or veto the bill.

The following list of steps is about a bill becoming a law in the General Assembly. The steps are not in the right order. Put the steps in the right order. Number them from 1 to 5.

_____ A bill comes out of the committee. It goes to the House of Representatives.

_____ If a bill passes the House and the Senate, it goes to the Governor.

_____ A bill is sent to a committee.

_____ A bill is introduced.

_____ If a bill passes the House it goes to the Senate.

Fill in the blanks with the correct term.

The ____________________ ____________________ is the name of the Illinois legislature. Its members are elected. Illinois is divided into ______________________ ______________________. Each of these elects ____________ state senators and ________ state representatives.

THE STATE JUDICIAL SYSTEM

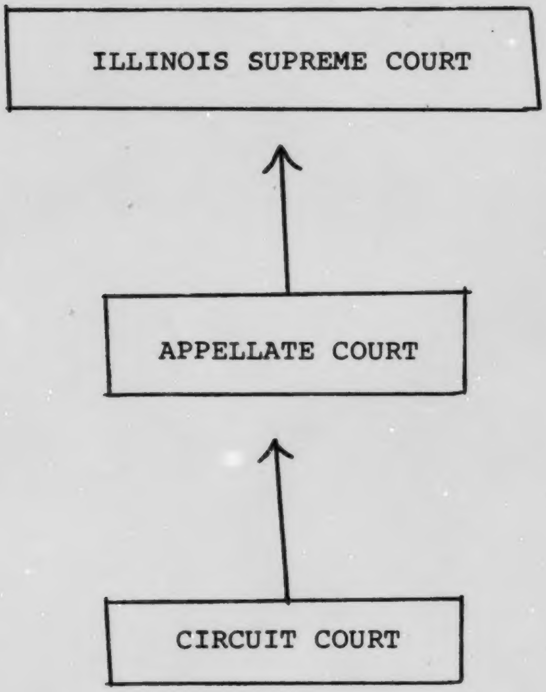
The Illinois Court System is set up a lot like the U.S. Judicial System. There are three main courts in Illinois. The first court is the Circuit (cir-cuit) Court. This is the local trial court. If someone is accused of stealing he/she would go to Circuit Court. This is the local trial court. If someone is accused of stealing he/she would go to Circuit Court for a trial. A person wanting a divorce would go to Circuit Court. Circuit Court Judges preside over hearings. These judges are elected. If a person is accused of a serious crime there is a jury trial. A jury trial means twelve people decide if the accused is guilty or not guilty. The Circuit Court Judge gives the sentence.

What happens if a person is not happy with a verdict? That person may want to appeal the case. He/she would then go to the Appellate (ap-pel-late) Court. The Appellate Court is the second type of state court. Judges serving on the Appellate Court are also elected. These judges hear appeal cases. There is no jury involved with the Appellate Court. The judges make the decision.

The last type of state court is the Illinois Supreme Court. There are seven justices on the Illinois Supreme Court. These seven men elect their own Chief Justice. Illinois Supreme Court Justices do not serve a lifetime term. They serve for ten years. The Illinois Supreme Court decides what cases it will hear. Most of the cases they do hear come from the

Appellate Courts. The Illinois Supreme Court usually only hears cases that will be important to more than one person. This is much like the U.S. Supreme Court.

The chart on this page shows the Illinois Court System.


ILLINOIS SUPREME COURT
APPELLATE COURT
CIRCUIT COURT

Match the terms in Column A with the descriptions (de-scrip-tions) in Column B.

A

1. _____ jury

2. _____ Appellate Court

3. _____ Chief Justice

4. _____ Circuit Court

5. _____ Illinois Supreme Court

6. _____ verdict

B

a. The head of the Illinois Supreme Court

b. Hears only cases it decides to hear

c. This is a decision. It involves a person being guilty or not guilty of a crime.

d. This court hears appeals from the Circuit Court

e. 12 people who decide if a person is guilty or not guilty of a crime

f. local trial court

LOCAL GOVERNMENT

What county do you live in? What city do you live in? What school district do your children use? Do you pay township taxes? These questions all have to do with local government. Local government may affect you more than any other level of government. It is a big part of your daily life. Local government taxes your property. It fixes the street in front of your house. Local government provides you with the police and fire departments. It gives money to your local school district.

It is easy for you to help in local government. It is often simple to contact people in local government. You can let these people know what you want. For example, the mayor may also own the hardware store. He may be someone you see often. You could let the mayor know how you feel about local matters. You may want to run for office. Most people who have any high office started out as local leaders first.

There are many types of local government. We are going to look at five of these. They are below.

1. County - Have you ever been to the County Courthouse? You may have been there to buy a marriage license. You may have gone there to register to vote. You may have gone to get a birth certificate for your child. These are all things that county government takes care of. The county government makes sure state laws are carried out. It also takes care of things like building roads, watching over the

sheriff's department, and collecting taxes. Every state is divided into many counties. A county may include one or more towns. The county is run by the County Board. The County Board is a number of people elected from the county where they serve.

2. Townships - Townships were first set up to keep track of farm land. The townships kept records of people's property. Now townships include farm land and land in town. The township assessor (as-ses-or) taxes people's property.

3. Villages - A village is a small town. The state gives a village the right to rule a certain number of people in a certain area of land. A village provides things like police and fire departments, street and alley care, parks, and a water and sewer system. This is much like what a city does. Usually a city is larger. The village is run by a Village Board. Members of the Village Board are elected.

4. City - A city may be the most common form of local government. It is usually the one most people know the best. A city usually has a mayor and a city council. These people are elected. Like the village, a city provides many services. City government provides police and fire departments, street and alley care, parks, health services, and water and sewer systems. So what is the difference between a village and a city? A city must be an area where 2,500 or more people are living. A village does not need this many.

5. Special District - Do you know what school district you live in? A school district is one example of a special district. A special district is set up to control certain local matters. Often you pay taxes to a special district. You pay taxes for services like education, health care, and mass transit systems.

Where do you live? Do you feel you may live in more than one of the kinds of places that were described? Well, it is quite likely that you do. Everyone lives in some county. You also are in some township. Most people live in a city or village. You are likely to live in some special district. How do you know who does what?

What if you want to complain about the street in front of your house? You may feel your property tax bill is too high. What do you do? Often the best place to get information is at the County Clerk's Office. This office is almost always in the County Courthouse. You can call this office. Just look in the phone book under the name of the county you live in. There will be many offices listed under the county name. Look for County Clerk. The County Clerk will be able to help you. He/she will be able to steer you in the right direction.

Are the following statements true or false? Write what you think.

1. __________ A person registers to vote at the mayor's office.

2. __________ Local government provides police and fire departments.

3. __________ It is very difficult to talk to local government people.

4. __________ Local government plays a small part in your daily life.

5. __________ Townships keep track of people's property.

6. __________ A village must have at least 2,500 people.

7. __________ A city often has a mayor and a city council.

8. __________ A person may pay taxes to a special district.

9. __________ A person only lives in one district.

10. __________ The County Clerk can help you in local government problems.

Look up the number for your County Clerk's office. Your instructor will help you. Write this number down.

CONCLUSION

Now we have looked at federal, state, and local government. We talked about how these different levels of government work. We also talked about the people who run the government. Almost all of these people are elected. You can have a large say in how these people work by voting. Television, radio, and newspapers are often good places to get information about people running for office. Try to get involved. Your vote is important. Would you like to know more about voting? Ask your instructor for the unit called "Voting".

Below is a list of people holding government office now. This list can change. Your votes make it change. You may also think someone in office is doing a good job for you. Your vote keeps that person in office. Look at the list. You may already know something about these people. The people are serving in Illinois government and in Champaign-Urbana local government.

Illinois

Governor - James Thompson
Lieutenant Governor - Dave O'Neil
Secretary of State - Alan Dixon
State Senator - Stanley Weaver
State Representative - Timothy Johnson
- Helen Satterthwaite
- Virgil Wikoff

Champaign-Urbana

Champaign County Board Chairman - Gary Adams
Champaign Mayor - William Bland
Urbana Mayor - Jeffrey Markland

CONCLUSION

BRANCHES OF GOVERNMENT

	EXECUTIVE	LEGISLATIVE	JUDICIAL
LEVELS OF GOVERNMENT	Suggests laws and sees they are carried out	Represents the citizens and works to pass laws	Hears many court cases
FEDERAL	PRESIDENT VICE PRESIDENT	HOUSE OF REPRESENTATIVES SENATE Together known as Congress	SUPREME COURT 8 Justices 1 Chief Justice
STATE	GOVENOR Lt. GOVENOR	HOUSE OF REPRESENTATIVES SENATE Together known as the General Assembly	STATE SUPREME COURT 6 Justices 1 Chief Justice
LOCAL	MAYOR COUNTY BOARD CHAIRMAN	CITY COUNCIL COUNTY BOARD SCHOOL BOARD	CIRCUIT COURT TRAFFIC COURT JUVENILE COURT

The chart shows examples of the different branches of government. It also shows the different levels of government. The boxes in the middle show who some of the main people are in a certain branch and level of government. If you have any trouble with all of the new words in the chart your instructor will be glad to explain them.

REVIEW

The following questions are on State and Local Government.

I. Fill in the correct work that is missing below. Choose from this list of terms.

counties
Circuit Court
Governor
Special Districts
divorce and education
city
congressional districts
Senate
Townships
committee

1. State government makes laws about ______________________ and ________________________________.

2. The head person in the state executive office is the ______________________________________.

3. If a bill passes the House and _________________________ it goes to the Governor.

4. A bill is usually studied in a _________________________ before it is voted on.

5. Illinois is divided into _______________________________ _________________ to elect state senators and representatives.

6. The local trial court is called the _____________________ ________________________________.

7. Illinois is divided into a number of __________________. These enforce state laws.

8. A _________________ has at least 2,500 or more people living there.

9. ___________________________________ tax property.

10. Certain local matters are taken care of by ____________ ________________________________.

II. How can you get involved in state and local government?

RESOURCES

"Local Government." APL Curriculum/Project Choice. Urbana School District 116, Urbana, Illinois. 1976.

Schmidt, Linda E. (APL Instructor and Curriculum Planner) Urbana School District 116. Urbana, Illinois. 1978.

Smith, Helen. (APL Teacher-Aide) Urbana School District 116. Urbana, Illinois. 1978.

"State Government." APL Curriculum/Project Choice. Urbana School District 116. Urbana, Illinois. 1976.

VOTING

VOTING BOOTH

PSS

PROJECT SURVIVAL SKILLS

BY LINDA E. SCHMIDT

INTRODUCTION

We have all heard the word "idiot". Where did this word come from? "Idiot" comes from an old Greek word that means "the man who didn't vote". That sounds sort of harsh but it does make it sound like voting is pretty important. Well, it is. Who can vote? What do you have to do to vote? Why is voting important? These are all questions that this unit will try to answer.

INDEX

What is Voting? 1

Why is Voting Important? 3

Who Can Vote? 7

Review 11

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WHAT IS VOTING?

Voting is a way of saying what you think or what you want. When you vote you say what you think about who will run the government. This is what happens when you vote for one person instead of another. You are choosing who will get the job. You are picking who will make decisions for you about running the country, your state or your city. Everyone cannot go to Washington D.C. to say what they want. That is why we have representatives (rep-re-sent-a-tives). They go to Washington or Springfield or other places for us. They speak for us. Our votes give them the job.

Voting is not just for electing people to run the government. Voting may also be to tell people in government that we want something or maybe we don't want something.

You might vote on whether you want higher taxes so schools can get more money. Maybe you can't afford any more taxes no matter what the reason. Your vote can say "no" for you.

Have you ever voted?____________________

What did you vote for?____________________

We usually vote for two kinds of things. What are the two kinds of things we usually vote for?

1.____

____

2.____

____

WHY IS VOTING IMPORTANT?

Now you know that voting is a way of letting people know what you want. That makes it easy to see why voting is important. All of us have opinions(o-pin-ions). An opinion is the way we feel about something. It may be something we are for or against. Most of us would agree that it is important to let people know what we want. Voting is a way of telling people in government what we want.

For a minute think about a small baby that cries a lot. Babies can't talk. Often adults aren't sure why the baby is crying. This can be very upsetting. Now think about the people in government. They sometimes have the same problem. You probably hear people complain about the government at times. Maybe you have even done it yourself. Most of us do at one time or another. Have we let the government know why we are unhappy? Voting lets us show what our opinion is. A parent cannot make a child feel better if he/she can't decide what the baby wants. People in government can't decide what we want unless we tell them with our votes.

Can you think of something that is very important to you? Maybe it is something the government does or does not do. Name something you might like to vote on. Discuss this with your instructor.

Will people in government always do what you want if you vote? No, not always. Everyone has different opinions. Voting lets each person say what his/her opinion is. In America the government runs by an idea called majority (ma-jor-i-ty) rule. Majority rule means that when more than half of the people (or representatives of the people) vote for something the government takes their opinion.

What about the minority (mi-nor-i-ty)? That is the group whose opinions get less than half of the votes. If you are in the minority does that mean that your vote doesn't count? Of course not! Think about a basketball game. Both teams play very hard. Team A gets 51 points. Team B gets 49 points. Certainly Team A is the winner. But it looks like Team B is almost as good. You can be sure that the teams may get together again. Team A will know it won't be an easy game to win. Team B may come out on top this time. Majority and minority votes often work the same way. There may not be much difference in "score" between the two sides. Your vote is always important! You can't be on the winning team or the loosing team unless you get in the ball game. Voting gets you on the team!

An ______________________ is the way we feel about something. When we ______________________ we say what our opinion is. This helps the people in ______________________ to know what we want. In an election, the person with a ______________________ of the votes win. That doesn't mean the person in the ______________________ isn't important too. Your ______________________ is always important.

WHO CAN VOTE?

Who can vote? Well almost anyone can. The requirements (re-quire-ments) for voting are pretty simple. A person must register (reg-is-ter) to vote. That means that a person must meet certain requirements. The requirements for voting in Illinois are;

1. You must be a citizen of the United States
2. You must be 18 years old or older
3. You have to have lived in the state, county, and precinct where you are going to vote for at least 30 days.

*NOTE A person does not have to be able to read to vote. If you cannot read, someone will be there to help you vote.

List the 3 requirements for voting:

1.____

2.____

3.____

You do not have to fill out any forms to register to vote. A person in the County Clerk's Office will ask you some questions. You must tell them these things;

1. Your legal age
2. Your birth date
3. Your address
4. Your social security number

You must have some proof of your name, address, birthday, and social security number. The people at the court house will take the following things as proof;

1. a (state) driver's license
2. a birth certificate
3. a public utility bill
4. a checkbook with your name and address

A driver's license will probably work the best. It has all the information you need on it. If you do not have a driver's license you may have to bring more than one thing with you to register.

How often do you have to register? Your registration is good unless you change your address or you do not vote in a general election at least once every four years. An example of a general election is an election where the President or the governor of the state is running for office.

A. What questions will the county clerk's office ask you when you register to vote?

1. ______________________________
2. ______________________________
3. ______________________________
4. ______________________________

B. What is the best thing to take with you when you register to vote?

C. You vote in every election for the President of the U.S. and you have not moved in six years. Do you have to register again?

REVIEW

A. Decide if the following statements are true or false. Write what you decide on the blank line.

_______ 1. Only citizens can vote.

_______ 2. Voting is only important if the person you vote for wins.

_______ 3. A person must be 21 years old to vote.

_______ 4. Voting is a way of letting people in the government know how you feel.

_______ 5. You must have some proof of your age to register to vote.

_______ 6. A person must be able to read to vote.

_______ 7. If you move you must register again.

_______ 8. The County Courthouse is in downtown __________.

_______ 9. A person must live in the state, county and precinct for at least 30 days before he/she can register to vote.

______ 10. The county clerk's office in the __________ County Courthouse is where you must go to register.

B. Are you registered to vote now?

If your answer was "no" do you feel you want to register to vote now after doing this unit?

Discuss this with your instructor.

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Smith, Helen H. (Teacher Aide] Urbana School District #116. Front Illustration. Urbana, Illinois, 1978.

EDUCATION IS A LIFELONG PROCESS
URBANA SCHOOL DISTRICT 116
ADULT EDUCATION PROGRAM

GETTING A DRIVER'S LICENSE

BY DOROTHEA B. STEVENS

pSs

PROJECT SURVIVAL SKILLS

INTRODUCTION

You will need an Illinois, Rules of the Roads, driving manual to do this unit. Many of the ideas and words are simpler in this unit than in the manual. This unit will help you study for the written part of a driver's test. Read through the unit in the order it is given.

Use the Index to keep track of how far you get each time you work on this unit.

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GENERAL INFORMATION 3
TRAFFIC SIGNS 6
TRAFFIC SIGNALS AND MARKINGS 8
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General Information Questions

Answer the following questions. Use your own ideas and the written material from "General Information".

1. What must you have to legally drive in Illinois?

2. Who must accompany (ac-com-pa-ny) (go with) you while you learn to drive?

3. What 6 requirements must you meet before you can receive a driver's license?

4. The Driver's Examination has what 3 parts?

GENERAL INFORMATION

You must have a driver's license or an instruction (in-struc-tion) permit to legally drive in Illinois. You must have the license or permit with you when you drive.

You may get an instruction permit without taking a driver education class if you are 18 years old or older.

You need a person to sit beside you while you learn to drive. This person will help you to learn. This person must have had a driver's license for a year.

There are 6 requirements (re-quire-ment) you must satisfy before you will receive your license. A requirement is something you must do. The six requirements are:

1. You must live in Illinois or be moving here soon.

2. You must have something like a letter to you and a birth certificate. These must show your address and birth date.

3. You will need a form of personal identification. This is something like an I.D. card, credit card, bank book or marriage certificate.

4. You must have a social security number.

5. You must turn in all driver's licenses and instruction permit that are still usable.

6. You have to pass the driver examination. An examination is a test. You must pass this test within one year of applying. You have three chances to pass the examination in one year.

There are 3 parts to the driver examinations. They are the written examination, the vision test, and the driving test.

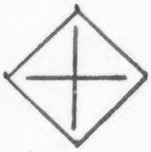
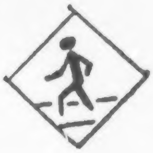
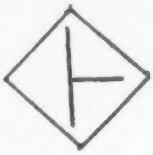
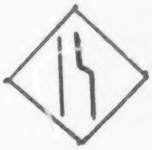
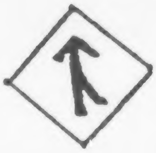
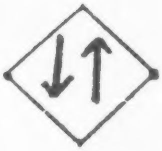
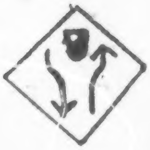
Traffic Sign Questions

Answer the questions using your own ideas and the information titled "Traffic Signs".

1. To drive safely you need to know certain signs by their shape and color. What do these mean?

   Red octagon - 8 sides
   Red triangle - 3 sides
   Yellow diamond - 4 sides
   Orange diamond - 4 sides
   Pentagon - 5 sides
   Yellow round
   Pennant - 3 sides

2. You must know some warning signs by their markings or pictures. What do these mean?

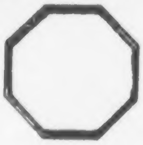








Traffic Signs

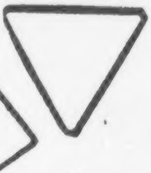
See Rules of the Road chapter on "Traffic Signs" for pictures of the signs. Some of the signs are below.

Shapes of Signs:

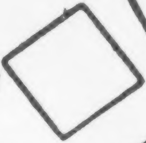
Red Octagon - 8 sides - Stop



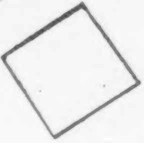
Red Triangle - 3 sides - Yield



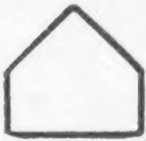
Yellow diamond - 4 sides - Warning



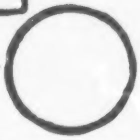
Orange diamond - 4 sides - Construction



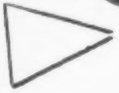
Pentagon - 5 sides - School



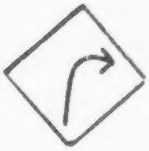
Yellow round - Railroad Crossing



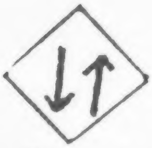
Pennant - 3 sides - No passing



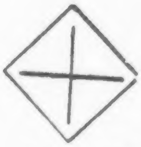
Warning Signs:



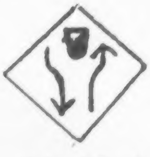
Curve



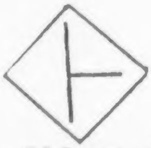
Two-way traffic



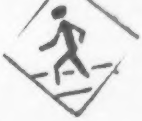
Crossroad



Divided highway

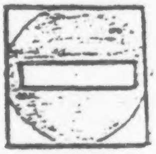


Sideroad

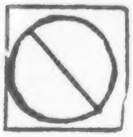


Crosswalk

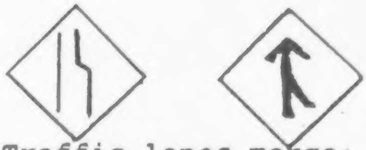
Regulatory Signs:



Do not enter

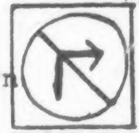


No______

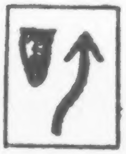


Traffic lanes merge; 2 lanes narrow to 1 lane

No right turn

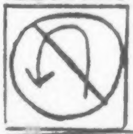


One way



Keep right

No U turn



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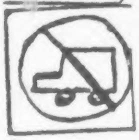
No Trucks



Traffic Signals & Markings Questions

Answer these questions with your own ideas and using the information on the following page.

1. The traffic light turns red. Where must you stop?

2. What does the yellow traffic light mean?

3. Then green light comes on. When may you go ahead? What must you do first?

4. What does a flashing red light mean?

5. What does a flashing yellow light tell you to do?

6. What is a broken yellow line (dashes) used for on the street?

   A double solid yellow line?

   A broken white line?

7. A road with four or more lanes is marked in the center with a double yellow line. Are you permitted to cross these lines?

8. What is a stop line?

TRAFFIC SIGNALS AND MARKINGS

The traffic light turns red. You should stop behind the stop line or crosswalk. Wait until the light turns green to go on. You may make a right turn on a red light if a) you stop, b) look for traffic in the lane you will be entering and c) yield the right- of way to pedestrians (pe-des-tri-ans). A pedestrian is someone who is walking.

The light turns yellow. Get ready to stop. You may not enter the intersection (in-ter-sec-tion) on a red light. The intersection is the place where two streets meet.

The traffic light turns green. You may go on if it is safe. Yield the right-of-way to pedestrians and vehicles (ve-hi-cles) in the intersection before going through.

A flashing red light means the same thing as a stop sign. Come to a complete stop and continue when it is safe to do so.

A flashing yellow light tells you to slow down and drive carefully. You do this because of some problem, like construction.

A broken yellow line is a center line that divides a road with 2 lanes. You may cross the center line to pass a car or turn. Be careful of the traffic coming toward you.

A double solid yellow line is the center of a road with 4 or more lanes. You may only cross the two solid yellow lines to make a turn or get on the street.

A single yellow line is the center of a two lane road. This solid line means you may not pass because you cannot see very far.

A broken white line separates lanes of traffic going the same way.

A broken white line separates lanes of traffic going the same way.

A white line painted across the steet before the crosswalk is a stop line. It tells you where to stop for the intersection.

SAFETY RULES QUESTIONS

Answer these questions as well as you can. Use the information from "Safety Rules" where necessary.

1. Your car starts to skid. How should you turn the front wheels to get control?

2. How should you brake during a skid?

3. There is a sharp curve ahead. Should you slow down before reaching it or wait until you get into it?

4. The right front wheel of your car drops off the pavement of the road onto the shoulder. How should you use the a) brakes b) steering wheel c) gas pedal?

5. Your car runs off the pavement. How can you get back on safely?

6. You have a blowout. How can you use the a) brakes, b) steering wheel and gas pedal to stop safely?

7. How should you drive when there is snow, ice or rain on the road?

8. When is the road on a bridge or overpass dangerous?

9. What is the safest speed at which to drive?

(SAFETY RULES)

Your car starts to skid. Ease off the gas pedal. Steer in the direction of the skid. Do not slam on the brakes.

There is a sharp curve ahead. Slow down to a safe speed before entering the curve. There will be a sign that tells what the safe speed is.

Your right front wheel has fallen off the pavement of the road. Grip the steering wheel firmly. Be prepared for bumps and jolts. Take your foot off the gas pedal. Brake carefully but not hard. Look for a place to get back on the road. Don't move out in front of faster moving traffic.

What if your car runs off the pavement? You should follow the same steps as for the right front wheel falling off the roadway.

You have a blowout. Don't brake. Grasp the steering wheel firmly to keep control. Ease off the gas pedal and coast to a stop. Try not to turn off onto the shoulder until the car is going slow. It will be harder to control the jolts on the road's shoulder.

You will have to slow down for snow, ice or rain on the road. Read the road as you go. Traction may change from place to place. Especially bad places will be bridges, curves and shaded parts. Keep your vehicle in good condition so that it will operate in bad weather.

Keep your windows clear in bad weather. Go slow until you get the feel of the road. Slow down before reaching a stop because your brakes may not hold. Don't follow other cars too closely. You may skid. Use snow tires or chains for snowy roadways.

You are stranded in a blizzard. Don't leave your car. Turn the heater on for short periods of time. Crack the window when you do this because you could be killed by carbon-monoxide from the car's exhaust. Just in case, carry blankets, shovel, and food for winter driving.

The road on a bridge or overpass can be dangerous during and after bad weather. Rain, ice, or snow can be piled up there.

Your safest speed is the average of what the other traffic is moving.

MORE QUESTIONS

1. How far should you drive from the car in front of you?
2. What is the safe way to find out how fast your car can stop?
3. What do you do to get onto the expressway (freeway) safely?
4. Why do drivers of cars not see motorcycles in oncoming traffic?
5. What is the safe distance between a car and motorcycle?

How much distance should there be between your can and the car in front of you? The rule is that there should be one car length for every 10 miles of speed your car is going. Let's say you are driving 60 miles an hour. There should be about six car lengths between your car and the car in front of you. The chart shows some examples:

Car Speed	Feet Car Travels in 2 seconds
30 m/hr.	88.8 ft. back
40	117.2 ft.
50	146.6 ft.
60	176.0 ft.

Stopping distance for your car depends on things like road conditions and car condition. It also depends on how tired the driver is. The safe way to find out your car's stopping distances is to test it at various speeds in different places. You'll need a safe place to try this out.

Freeways are entered by ramps and speed change lanes. To enter the fast traffic do 3 things:

1. Look for an opening in traffic;
2. Speed up to the same speed as traffic on the expressway;
3. Merge (blend) into your opening.

Motorcycles are difficult to see in traffic coming toward you. They are small. Follow farther behind a cycle than a car. Motorcycles can stop faster than a car.

Traffic Law Questions

Answer the questions with your ideas and the following "Traffic Laws" information.

1. What is the speed limit (unless posted):
    - on city streets
    - on rural highways
2. When must you slow down below the speed limit for safety?
3. The speed limit is 55. You are driving at 40. Why may you be breaking the law?
4. Can you break the speed law by driving too slowly?
5. There are no traffic signals at this intersection. Do pedestrians have the right-of-way here in:
    - a marked crosswalk?
    - an unmarked crosswalk?
6. Does a driver turning at an intersection have the right-of-way over pedestrians?
7. You come to a stop sign. Where must you stop? What must you do before going on?
8. There are no stop signs or traffic signals at an intersection. Two cars arrive at the same time. Who goes first?
9. What must you do when you come to a yield sign?
10. You come to a merge traffic sign. What do you do?
11. The traffic light turns green. What do you do before going?
12. When is passing forbidden?
13. A driver is in the intersection waiting to make a left turn. The light turns red. What should be done?

14. There are many lanes of traffic in one direction. When do you use the left lane?

15. When do you signal before making a turn in a business district?

    a residential area?

    other areas?

(TRAFFIC LAWS)

Speed limits (unless posted):

Rural (country) Areas-55 mph, 50 mph (trucks over 4 tons)

Urban (city) Areas-30 mph

School Zones 20 mph (school days when children present)

Alleys-15 mph

Go below the speed limit when coming to an intersection, curve, or hill. Do this also in bad weather or bad road conditions. Also lower your speed to avoid an accident.

You may not drive so slowly that you interrupt the normal flow of traffic. Minimum speed limits are posted in some cases. It may not be safe to drive any slower than 45 m.p.h. on an interstate highway. This is an example of minimum speed.

Pedestrians have the right-of-way in marked and unmarked crosswalks if there are no traffic signals. Pedestrians also have the right-of-way over autos making left and right turns.

You come to a stop sign. Stop behind the stop line or before the crosswalk. Go on when the way is clear.

Two cars arrive at an unmarked intersection at the same time. The car on the right has the right-of-way.

You come to a yield sign. Slow down and give the right-of-way to other vehicles on the road before going on.

You approach a merge traffic sign. Speed up or slow down to blend in with traffic.

The light turns green. Before going on, yield to autos in the intersection and people crossing the street.

You may not pass in the following places:

1. Where it is marked Do Not Pass;
2. On a hill or curve;
3. 100 ft. from an intersection or railroad crossing;
4. If you can not see for at least 500 ft.;
5. At a crosswalk where another car is stopped for a person;
6. On the shoulder of the road.

You're making a left turn. The light turns red before you get through the intersection. Go ahead and finish the turn.

Use the left lane to pass. Use it to make a left turn.

Signal at least 100 ft. before turning in a business or residential area. A signal should be given for 200 ft. before turning in other areas.

More Questions

1. Must you use a turn signal before changing lanes?

2. What do you do when making a left turn?

3. A school bus is stopped facing your direction. Should you stop?

4. You start to drive out of an alley, private road or driveway. What should you do?

5. When can you open a car door into the roadway?

6. A car is stopped at a crosswalk for a pedestrian. You pass the car. Have you made an illegal move?

7. When should you slow down for a school zone?

8. Four cars arrive at a four-way stop at the same time. Who has the right-of-way?

9. There is a barrier in the right half of the roadway. Are you permitted to drive on the left half of the road?

Use the turn signal for lane changes. A lane change to the right means using the right turn signal.

You are making a left turn. Slow down. Signal. Move toward the left turn lane (lane right of center). Make the turn when it is safe to do so.

Stop for a school bus stopped facing your direction and with its lights flashing. You have to stop because children may be crossing the street in front of you.

You are driving out of a driveway, alley,or private road. Stop behind the sidewalk or walkway. (Check traffic and people. Then go on).

Open a car door into a roadway only when there is no traffic coming toward you. It's your fault if someone hits the door of your car.

You cannot legally pass a car that is stopped at a crosswalk for a person.

Slow down for a school zone on school days when children are present.

At a four-way stop intersection the driver to stop first should go first. Don't hold up traffic by waiting too long.

There is a barrier in the right half of the road. You can go on the left half of the road when the traffic clears there.

Accidents and Prevention Questions

Answer the following questions in your own words. Use "Accidents and Prevention" information where needed.

1. What must you do if you are involved in an accident?

2. What 3 things must be done in accidents with injuries or damages of more than $100?

3. You damage an unattended (no one in there) car or property What should you do?

4. List the penalties for leaving the scene of an accident.

5. What is the Illinois law about injury or property damage of more than $250.

6. What kind of mind and body problems cause accidents?

7. What is the penalty for drunk (intoxicated) driving?

8. What is "implied consent?"

9. Why is the breath testing device used?

(ACCIDENTS AND PREVENTIONS)

(Ac-ci-dents) (pre-ven-tions)

You are involved in an accident. Do the following:

1. Stop in a safe place or leave the car where it is if it is badly damaged.
2. Help injured persons if you are able.
3. Warn other traffic of the problem. Use a flare or have someone wave them on.
4. Stay at the scene of the accident. Get names, addresses, license numbers and insurance companies of other drivers involved.
5. Call the police.

There are injuries of more than $100 of damage in your accident. You should do the following:

1. Call the police.
2. Ask the officer if a written report is needed.
3. Get the report form from the officer. Fill it out. Return it within 10 days to the Department of Transportation. Get names and information needed to fill out the form.

You hit a parked car. Try and find the owner or leave a note with your name, address and license number attached to the car. Make sure someone will see it. Call the police and see if you have to fill out an accident report.

You can be put in jail for 30 days to one year if you leave the scene of an accident involving you and an injury. You can also be fined up to $1,000. You will also lose your license.

There is a State Responsibility (re-spon-si-bil-i-ty) Law for accidents involving injury and more than $250 in damages. Drivers involved in the accident must have proof of insurance coverage. You must put up security to pay for the accident if you don't have insurance. If a driver does not have this he will lose his license and plates.

Certain mind (mental) and body (physical) problems can cause accidents. A few of these are use of drugs, alcohol, emotional upsets and tiredness.

A drunk (intoxicated) driver will lose his license. He may have fines up to $1,000 and a jail sentence of up to one year.

"Implied Consent" means if you drive in Illinois you consent (agree) to take the breath test if a police officer asks you to.

A breath testing device measures how much alcohol is in the blood. The law says you are drunk if you have 1/10 of 1% alcohol in your blood.

More Questions

1. Must a driver take a breath test if asked to by a police officer?

2. What happens if a driver refuses to take the breath test?

NECESSARY CAR EQUIPMENT QUESTIONS

Answer these questions using your ideas and the information "Necessary Car Equipment".

1. What must car condition be according to Illinois law?
2. When should headlights be lighted?
3. Headlights must be dimmed at what distance from an oncoming car? From the car in front of you?
4. Is it legal to drive after dark with parking lights only?
5. How many taillights are necessary by law?
6. Do you need a stop light on your car?
7. Must your car have electric turn signals?
8. How fast should the brakes stop your car?
9. When can you use your horn?
10. Is it legal to have a noisy muffler?
11. Must you have a rearview mirror?
12. What is the seat belt law?
13. Do you need windshield wipers by law?

NECESSARY CAR EQUIPMENT

Illinois law requires that your car be safe to drive. The owner must have regular safety checks. You must keep the car in good running condition.

You must have two head lights. They must be on when visibility is limited and it would be unsafe not to have lights. Headlights must be bright enough to be seen for 500 ft.

Headlights should be dimmed 500 ft. from oncoming cars and 300 ft. when following cars.

Parking lights cannot be used in place of headlights after dark.

Cars need 2 red taillights mounted on the rear of the vehicle.

One red or yellow (amber) stop light is required by law.

Cars must have electric turn signals in the front and rear (back) of the vehicle.

The brakes on a car should be good enough to stop a car quickly. A car travelling 20 mph should be able to stop in 30 ft. on a dry road.

Horns cannot be too loud or harsh. A horn should only be used when it is needed.

Mufflers should be in good working condition. They cannot be too noisy or smokey.

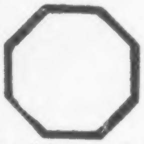
Cars must have a rearview mirrow. It must be at least 3" by 3" in size. It must reflect 200 ft. to the rear.

Seat belts must be on all cars built in 1961 or later.

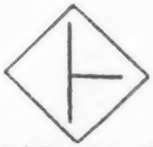
You must have windshield wipers on your car. They must work.

TEST

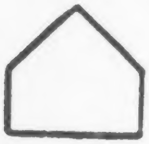
I. What do these signs mean? Circle your answer. Ask for colored in Sign Cards if you need them.



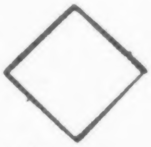
A.
1. Railroad Crossing
2. Stop
3. Caution
4. Slow



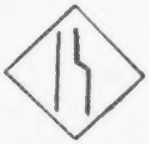
B.
1. Side Road
2. Merging Traffic
3. Divided highway
4. Barricade ahead



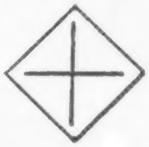
C.
1. Warning
2. School Zone
3. Yield
4. Merging Traffic



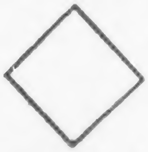
D.
1. Yield
2. Stop
3. Warning
4. Railroad Crossing



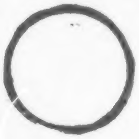
E.
1. Merging traffic
2. Construction Zone
3. Pavement Ends
4. Barricade Ahead



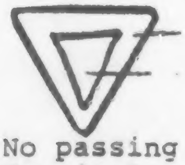
F.
1. Road Ends
2. Merging Traffic
3. Crossroad
4. Railroad Crossing



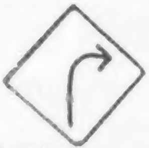
G.
1. Stop ahead
2. Road Construction
3. Expressway Ends
4. Yield



H.
1. Stop
2. Railroad Crossing
3. Slow
4. School Crossing

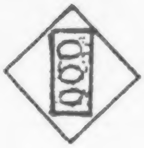


I.
1. No passing zone
2. Hospital zone
3. Construction zone
4. Yield



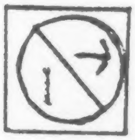
J.
1. Curve
2. Right turn only
3. No left turn
4. Side Road

K.



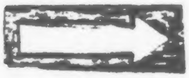
1. Stop ahead
2. Intersection
3. Yield
4. Signal ahead

L.



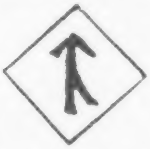
1. No left turn
2. No right turn
3. Curve
4. Do not enter

M.



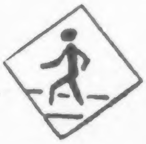
1. Keep right
2. Do not enter
3. One way
4. Right turn only

N.



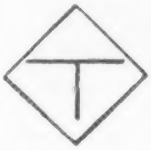
1. Curve ahead
2. Merging traffic
3. Two-way traffic
4. One way

O.



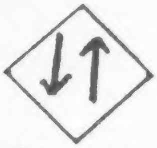
1. Yield
2. Pedestrian Crossing
3. Speed zone
4. School zone

P.



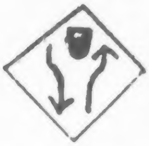
1. T-intersection
2. Side road
3. Lane ends
4. Crosswalk

Q.



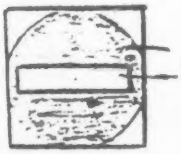
1. One way
2. Two-way traffic
3. Divided highway
4. Do not pass

R.



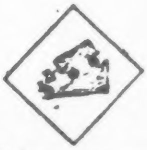
1. Two-way traffic
2. Merge right
3. Divided highway
4. Expressway ends

S.



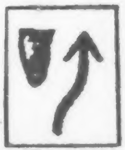
1. Yield
2. Wrong way
3. Stop
4. Do not enter

T.



1. Slippery road
2. Truck crossing
3. Hill
4. Narrow road

U.


black & white

1. Curve
2. Keep right
3. Lane ends
4. One-way traffic

II. Circle your answer.

1. What does a flashing red light mean? You are driving up to one. What does it tell you to do?
    a. Slow--Caution. There is a hazard ahead.
    b. Stop and wait for the green signal.
    c. There is a stop signal coming up ahead.
    d. It means the same thing as a stop sign.

2. What is a good rule to follow to make sure you are keeping the proper distance between you and the car in front of you?
    a. Keep a distance of two car lengths for every 10 m.p.h. of speed.
    b. Maintain a distance of at least 100 feet.
    c. Note where the car ahead of you is, and make sure you take at least 2 seconds to reach that point.
    d. If you can read the license plate, you are following too closely.

3. When are broken white lines used on streets and highways?
    a. To indicate a no-passing zone.
    b. As the center line on 2-lane roads.
    c. To divide traffic moving in the same direction on 4-lane roads.
    d. As a stop line, to indicate where a car should stop (at a stop sign, for instance).

4. What is the safest speed to drive on any road or highway?
    a. Speed limit.
    b. Slightly below the speed limit.
    c. At the speed of the other traffic, if it is not over the speed limit.
    d. At the speed at which you can safely stop in an emergency.

5. You are approaching an intersection with a stop sign. It has no crosswalk or white stop line. Where should the front of your car stop?
    a. Even with the stop sign.
    b. 10 feet behind the stop sign.
    c. Behind the crossroad where the cross traffic is visible.
    d. Even with the crossroad.

6. What is the speed limit on an unposted rural (country) road?
    a. 50 m.p.h.
    b. 55 m.p.h.
    c. 65 m.p.h.
    d. 70 m.p.h.

7. You are driving along the highway at highway speed. Your right wheel drops onto the soft shoulder. What is the proper thing to do?
   a. Apply the brakes.
   b. Cut the wheel and get back in the road immediately.
   c. Grip the wheel tightly and allow the car to slow down.
   d. Steer right and go off the roadway completely. Then, re-enter when it is safe.

8. A 4-lane road has traffic moving in both directions. What is the center line?
   a. One single solid yellow line.
   b. One single solid white line.
   c. Broken white lines.
   d. Two solid yellow lines.
   e. Broken yellow lines.

9. Can you ever get a ticket for driving too slowly?
   a. Yes
   b. No

10. When are motorcycles required to obey traffic laws in the same way that cars are?
   a. At all times.
   b. Only when other traffic is present.
   c. Only on major roads.
   d. Only when the bike is larger than 150 cc.

11. You have to go around the car by crossing over into the lane of approaching traffic. How fast should you pass the other car? What is the proper way to pass on a 2-lane road?
   a. Go around the other car and get back in your lane as fast as you can, but don't go faster than the speed limit.
   b. Pass at 55 m.p.h.
   c. Pass at slightly over the speed limit.
   d. Pass at a speed slightly faster than the other car.

12. What does a flashing yellow light mean?
   a. You are at a 4-way stop.
   b. The light will soon change to red.
   c. Slow down and go ahead with caution.
   d. Make a complete stop.

13. Suppose the speed limit is 50 m.p.h. You are going 40 m.p.h. Could you ever get a ticket for speeding?
   a. No, never. You are always okay if you are not going faster than the speed limit.
   b. Yes, you could get a ticket if you are driving too fast for conditions.

14. You are driving down a 4-lane road with 2 lanes of traffic in each direction. The center of the roadway is marked with a double yellow line. When are you permitted to cross the double yellow line?
    a. Never
    b. When your lane is blocked.
    c. Only in an emergency.
    d. When you are turning left into a driveway or anything else!

15. What is the usual speed limit in cities, unless otherwise posted?
    a. 20 m.p.h.
    b. 25 m.p.h.
    c. 30 m.p.h.
    d. 40 m.p.h.
    e. 55 m.p.h.

16. You are about to enter the intersection. The traffic signal changes from green to yellow. What should you do?
    a. Stop as quickly as you can.
    b. Maintain a constant speed through the intersection, as long as you don't enter after the light turns red.
    c. Speed up to avoid entering before the light turns red.
    d. Slow down, sound your horn, and proceed through carefully.

17. Two cars approach an intersection from different directions. The intersection has no traffic signals, stop signs, or other controls. Which car has the right-of-way?
    a. Car on the left.
    b. Car on the right.
    c. Car going the fastest.
    d. First car to sound the horn.

18. You are stopped at a stop sign waiting for the through traffic. A bicycle is approaching. Do you have to yield the right of way to the bicycle?
    a. Yes
    b. No

19. Now suppose you are a bicycle rider. You are approaching a stop sign. Can you go through without stopping, as long as you don't interfere with traffic?
    a. Yes
    b. No

20. You are at an intersection waiting to make a left turn. Before you can start the turn, the light turns yellow, then red. What should you do?
    a. Remain still until the next green light.
    b. Back up to behind your light.
    c. Go straight and turn at the next corner.
    d. Complete your turn when the traffic clears.

21. When you are on a 2-lane road and there is a single solid yellow line on your side of the center line...
    a. You must not park near the line.
    b. You must not cross the yellow line to pass another car.
    c. You must slow down in this area.
    d. You must be careful of road construction.

22. You are stopped at an intersection in town waiting for a red light. The signal turns green. When may you proceed?
    a. Immediately.
    b. When you think it is safe.
    c. After yielding the right-of-way to other traffic and pedestrians in the intersection.
    d. When you are ready.

23. Suppose you are driving on an icy road. The rear of your car starts to skid to the right. What should you do?
    a. Step on the brakes right away.
    b. Turn your front wheels in the direction of the skid.
    c. Steer off the road and let the car slow down.
    d. Turn your front wheels in the opposite direction of the skid.

24. You are entering an expressway or interstate road with a controlled access. What is the proper thing to do to enter the expressway from an entrance ramp?
    a. Stop and yield to the traffic on the expressway.
    b. Slow down and enter with caution.
    c. Match the speed of the expressway traffic.
    d. Merge left and sound your horn.

25. The situation is reversed now. You are driving down the expressway in the righthand lane and you see a MERGE sign. The traffic is entering from your right.
    a. Adjust your speed to avoid a collision.
    b. Maintain a constant speed.
    c. Sound your horn to warn other cars.
    d. Slow down; proceed with caution.

26. When is a broken yellow center line (dashes) used on streets or highways?
    a. On one-way streets.
    b. On roads with 4 or more lanes.
    c. In a no-passing zone.
    d. On 2-lane roads.
    e. At curves.
    f. Before railroad crossings.

27. You want to make a turn, you must signal your turn by using...
    a. Electric (flashing) turn signals.
    b. Hand and arm signals
    c. Either electric turn signals or hand and arm signals.
    d. Both electric turn signals and hand and arm signals.

28. You are making a turn in a business or residential district. When do you signal for the turn?
a. When there are other cars behind you.
b. At least 50 feet before turning.
c. Just as you start to make the turn.
d. At least 100 feet before turning.

29. What is the usual school speed limit?
a. 40 mph
b. 15 mph
c. 20 mph
d. 10 mph

30. You are approaching a railroad crossing and the red lights are flashing. When is it unnecessary to come to a stop?
a. When no train is approaching.
b. When the other traffic is ignoring the lights.
c. When you can cross ahead of the train (beat the train across).
d. Never.

31. You are driving on the highway. Your car suddenly has a blowout. What should you do?
a. Quickly apply the brakes.
b. Turn onto the shoulder of the road as soon as possible.
c. Grip the steering wheel, let the car slow down, and then steer it off the road.
d. Step on the gas until you can bring the car under control.

32. You are changing lanes. Do you have to give a turn signal?
a. Yes
b. No

33. You are driving with your bright lights on. you must dim your lights...
a. At least 200 feet before meeting another vehicle.
b. At least 400 " " " " "
c. At least 500 " " " " "
d. At least 1000 " " " " "

34. On a 2-lane road you see a school bus with its red warning lights flashing. The bus stops to let children on or off. You must...
a. Come to a complete stop, then pass the bus carefully.
b. Slow down, sound your horn, and pass the bus with caution.
c. Stop your car before reaching the bus.
d. Wait until the children are off the road before you go around the bus on the left.

35. When don't pedestrians have the right-of-way?
a. When they are crossing at an unmarked crosswalk.
b. When you have the green light.
c. When they are not crossing at intersections or at marked crosswalks.
d. When they are crossing a road into which you are making a left turn.

36. The minimum speed limit is...
    a. The fastest speed you can go.
    b. The slowest speed you can go.
    c. The school zone speed limit.
    d. The speed for emergency vehicles.

37. When can you disobey signs, signals, or rules of the road?
    a. Never.
    b. Only in an emergency.
    c. When there is no other traffic around you.
    d. When a police officer tells you to.

38. You are completing a right turn into a four-lane two-way road. You must always...
    a. Come to a complete stop.
    b. Move to the left lane of the road you are entering.
    c. Use the shoulder of the road.
    d. Make the turn in such a way as to end up in the right-hand lane of the road into which you turned.

39. The average stopping distance from a speed of 50 m.p.h. on dry pavement is:
    a. 150 feet
    b. 250 feet
    c. 350 feet
    d. 450 feet

Sources Used

Rules of the Road. (Driver's Manual). State of Illinois. April, 1977.

Today: Activity/Reference Book A-1. New York: Instructional/Communications Technology, Inc. 1977. pp. 34-37.

Stevens, Dorothea B. (APL Instructor and Curriculum Planner), Urbana School District 116. Urbana, Illinois. 1977.

Rice, Gail (ABE Instructor and Curriculum Planner and Consultant), Urbana School District 116. Urbana, Illinois. 1977.

EDUCATION IS A LIFELONG PROCESS
URBANA SCHOOL DISTRICT 116
ADULT EDUCATION PROGRAM

INSTRUCTOR'S GUIDE

for

CONSUMER ECONOMICS UNITS

Budgeting
Income Tax: Filing the 1040A
Renting an Apartment
Buying a Used Car

BUDGETING

WEEKLY BUDGET
Income
Expenses
Food
Housing
Utilities
Medical
Transportation
Other

BY DOROTHEA B. STEVENS

pSs
PROJECT SURVIVAL SKILLS

Instructor's Guide

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MONEY GOALS

Where do you spend money? (bills, etc.)

Where would you like to spend money?

All of us have different ideas about money. Money is important to all of us. But it usually is important for different reasons. Below is a list of values about money. Pick 3 values you have about money. Write them on the chart. Also answer the two questions about these values.

1. saving money
2. spending money
3. loaning money to friends
4. donating money to charity
5. investing money
6. paying off debts
7. using credit
8. borrowing money
9. making money
10. other

THIS IS IMPORTANT TO ME	WHAT DO I DO ABOUT IT NOW?	WHAT COULD I THINK ABOUT DOING?
EXAMPLE 1. SAVING MONEY	PUT $5. A WEEK IN THE BANK	TRY TO SPEND LESS ON CLOTHES AND PUT $10. A WEEK IN BANK
2.		
3.		

MARY'S BUDGET

BUDGET SHEET	Budget	Revised Budget
INCOME (Take home pay only)	500	
other income		
Total Income	500	
Expenses		
Rent	100	
Food	60	
Transportation - CAR	50	
Gas	10	
Utilities	15	
Phone	9	
Insurance	15	
Health	10	
Credit Payments	25	
Education	70	
Reading Materials	15	
Other - CLOTHING, PERSONAL, HOUSEHOLD ITEMS, GIFTS, RECREATION	125	
Savings	50	
Total	$554	

Is Mary living within her income? NO Are her expenses more or less than her income? MORE Revise (redo) Mary's budget so she can live within her income. REVISED BUDGET SHOULD SHOW SOMETHING LEFT AT END OF MONTH. LOOKS LIKE "OTHER" CATEGORY IS MOST LIKELY PLACE FOR IMPROVEMENT.

DENNY'S BUDGET

1. What are Denny's fixed expenses?

$395.00

2. What are Denny's flexible expenses?

$145.00

3. How much money does Denny have at the end of the month?

$45.00

4. On the next page is a blank budget sheet. Fill this in using your income and expenses. If you do not have an income, use $600. as your monthly income. Discuss your budget plan with your instructor.

CHECK THESE QUESTIONS WITH STUDENT'S BUDGET

YOUR BUDGET PLAN

Do you have money left over for savings and emergencies?

Are you living within your income?

Do you need to revise your budget?

Where could you spend less money?

Do you think your budget will work?

TEST YOURSELF

I. What is a budget?

A PLAN FOR SPENDING MONEY THAT INCLUDES INCOME AND EXPENSES.

II. What is the difference between fixed and flexible expenses?

FIXED EXPENSES ARE SET AND USUALLY NEED TO BE BUDGETED FOR EACH MONTH

FLEXIBLE EXPENSES ARE CHANGEABLE FROM MONTH TO MONTH

III. What items should be on a budget?

(List at least 5)

INCOME
RENT
TRANSPORTATION
FOOD
CLOTHING
INSURANCE
UTILITIES
CREDIT PAYMENT
PHONE
WASH
MAGAZINES
RECREATION
EDUCATION
SAVINGS
GIFTS

INCOME TAX:
filing the 1040A

Tax Table A—SINGLE (Box 1)

Tax Table D—HEAD OF HOUSEHOLD (Box 4)

ued) .

Tax Table B—MARRIED FILING JOINTLY (Box 2) and QUALIFYING WIDOW(ER)S (Box 5)

ued)

Tax Table C—MARRIED FILING SEPARATELY (Box 3)

pSs

BY DOROTHEA B. STEVENS

PROJECT SURVIVAL SKILLS

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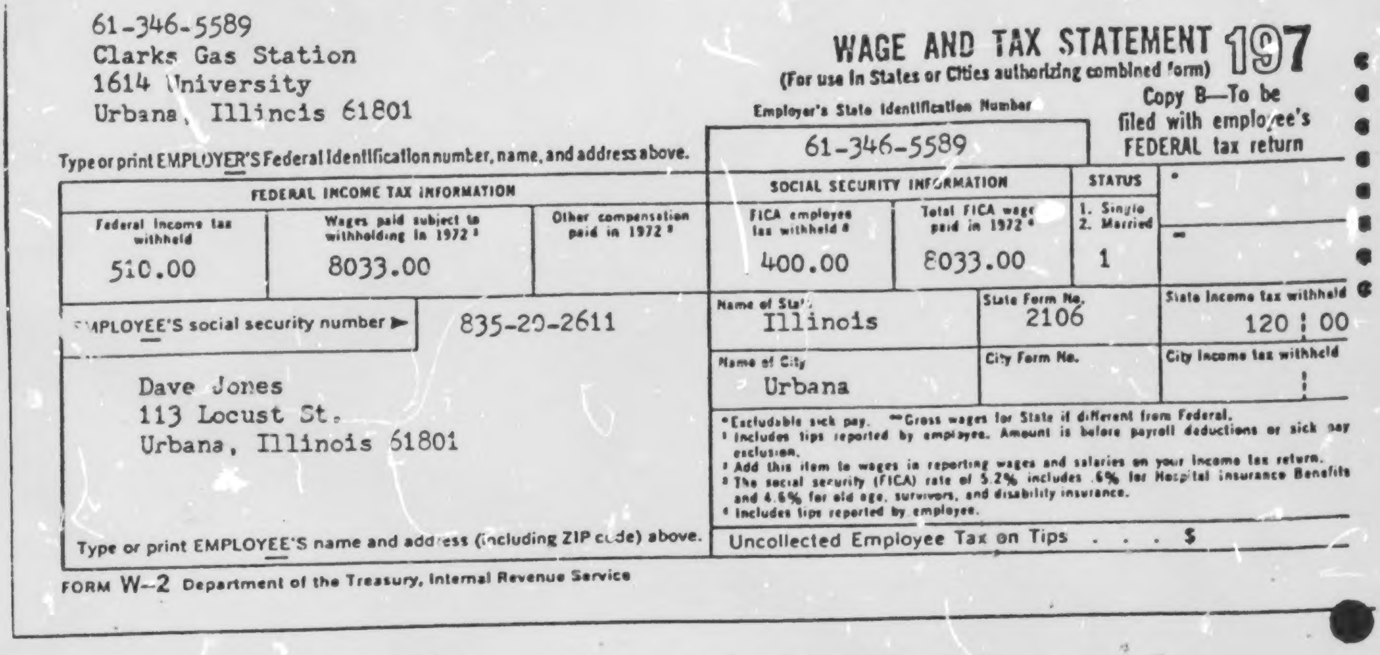
MATCHING

Look at the word on the left. Find the meaning on the right. Put the letter of the meaning in the blank next to the word.

g tax tables	a. Federal Income Tax
c refund	b. You must choose this before you fill out your tax return.
e itemize	c. Money you get back from your taxes.
i income	d. The person who pays the wages.
a F.I.T.	e. Listing each deduction.
d employer	f. A person living alone files this way.
f single	g. Charts that tell how much you owe.
h exemptions	h. Dependents are an example of these.
b filing status	i. Wages.

Sample W-2



61-346-5589
Clarks Gas Station
1614 University
Urbana, Illincis 61801

Type or print EMPLOYER'S Federal identification number, name, and address above.

WAGE AND TAX STATEMENT 197
(For use in States or Cities authorizing combined form)

Copy B—To be filed with employee's FEDERAL tax return

Employer's State identification Number: 61-346-5589

FEDERAL INCOME TAX INFORMATION			SOCIAL SECURITY INFORMATION		STATUS
Federal income tax withheld	Wages paid subject to withholding in 1972 [1]	Other compensation paid in 1972 [2]	FICA employee tax withheld [3]	Total FICA wages paid in 1972 [4]	1. Single 2. Married
510.00	8033.00		400.00	8033.00	1

EMPLOYEE'S social security number ► 835-20-2611

Dave Jones
113 Locust St.
Urbana, Illinois 61801

Type or print EMPLOYEE'S name and address (including ZIP code) above.

Name of State Illinois	State Form No. 2106	State income tax withheld 120 : 00
Name of City Urbana	City Form No.	City income tax withheld

*Excludable sick pay. **Gross wages for State if different from Federal.

[1] Includes tips reported by employee. Amount is before payroll deductions or sick pay exclusion.

[2] Add this item to wages in reporting wages and salaries on your income tax return.

[3] The social security (FICA) rate of 5.2% includes .6% for Hospital insurance Benefits and 4.6% for old age, survivors, and disability insurance.

[4] Includes tips reported by employee.

Uncollected Employee Tax on Tips . . . $

FORM W-2 Department of the Treasury, Internal Revenue Service

This is Dave Jones' W-2 form. He must send a copy of this in with his federal income tax. It shows the wages he earned for the year and the taxes withheld. The employer must send this to Dave by the end of January.

Answer the following questions using Dave's W-2 form.

What is Dave's Social Security number?

835-20-2611

How much was Dave's total wages?

$8033.00

How much was withheld for Federal Income Tax?

$510

On the next page is Dave's Income Tax form 1040A.

How many dependents does Dave have?

NONE

Does Dave get a refund or does he owe money?

HE OWES THE MONEY

How much?

$314

This is the tax table that Dave used.

1977 Tax Table A—SINGLE (BOX 1)

If line 10, Form 1040A is—		And the total number of exemptions claimed on line 6 is—		
		1	2	3
Over	But not over	Your tax is—		
8,000	8,050	814	672	504
8,050	8,100	824	681	514
8,100	8,150	833	691	523
8,150	8,200	843	700	533

Sample Math Problems

1. John earned $6,285 for the year. His wife worked part-time and made $4,300. How much did they make together?

   $10,585

2. Joan has to pay $640 in taxes. Her W-2 shows that Joan had $700 withheld from her pay for income taxes. Will Joan get a refund or have to pay? How much?

   REFUND, $60

3. Gary has to pay $305 in taxes. His W-2 form shows that $250 was withheld from his pay for income tax. Will Gary get a refund or have to pay the I.R.S.?

   HAVE TO PAY

   How much?

   $55

4. Paul made $3,065 this year. He also made $25 in interest and $150 in tips. How much was Paul's adjusted gross income (total)?

   $3,240

Who Must File?

Decide whether the following people have to file an income tax report. Write yes or no.

Y 1. Gary Adams is 27, single and earned $3,200 for the year.

N 2. John is 16+ lives at home. He made $500 from mowing lawns.

Y 3. Terry is 24 years old and Gordon is 26. They are married and earned $5000 for the year.

N 4. Mary is 19. She lives with her baby who is 5 months. They are on Public Aid and received gifts of $200.

Y 5. Angela, 32, is a widow with 2 children. She earned $13,000 for the year.

Tax Tables

There are 4 tax tables in the 1040A Short Form. Match the following examples with the best tax table and filing status.

A 1. John and Mary are living together

D 2. Karen lives with her two children

D 3. Thomas lives with and takes care of his mother

B 4. Gordon and Julie are married

C a D 5. Florence is separated from her husband and supports her daughter

A. Tax table A - Single

B. Tax Table B - Married Filing Joint

C. Tax table C - Married Filing Separately

D. Tax Table D - Head of Household

Tax Tables

Use the tax tables given to figure the income tax for each of the cases.

1977 Tax Table A—SINGLE (BOX 1)

If line 10, Form 1040A is—		And the total number of exemptions claimed on line 6 is—		
Over	But not over	1	2	3
		Your tax is—		
5,800	5,850	419	264	100
5,850	5,900	427	273	108
5,900	5,950	436	283	116
5,950	6,000	444	292	124

Joan earned $5,900 and has a dependent child. $ 273

1977 Tax Table B—MARRIED FILING JOINTLY (BOX 2)

If line 10, Form 1040A is—		And the total number of exemptions claimed on line 6 is—							
Over	But not over	2	3	4	5	6	7	8	9
		Your tax is—							
8,400	8,450	499	341	186	36	0	0	0	0
8,450	8,500	506	349	194	44	0	0	0	0
8,500	8,550	514	358	202	51	0	0	0	0
8,550	8,600	521	366	210	59	0	0	0	0

Gary and Jill have 3 children and earned $8,560. $ 59

1977 Tax Table C—MARRIED FILING SEPARATELY (BOX 3)

If line 10, Form 1040A is—		And the total number of exemptions claimed on line 6 is—		
Over	But not over	1	2	3
		Your tax is—		
5,000	5,050	403	227	68
5,050	5,100	413	236	76
5,100	5,150	422	245	84
5,150	5,200	432	254	92

Mike is married and wishes to file alone, he earned $5,075. $ 413

1977 Tax Table D—HEAD OF HOUSEHOLD (BOX 4)

If line 10, Form 1040A is—		And the total number of exemptions claimed on line 6 is—							
Over	But not over	1	2	3	4	5	6	7	8
		Your tax is—							
11,600	11,650	1,462	1,305	1,155	994	803	626	448	277
11,650	11,700	1,472	1,315	1,165	1,005	813	635	458	286
11,700	11,750	1,483	1,325	1,175	1,016	822	645	467	295
11,750	11,800	1,493	1,336	1,185	1,027	832	654	477	304

Sarah is divorced and supports 3 children. She earns $11,710. $ 1,016

Form **1040A** Department of the Treasury—Internal Revenue Service
U.S. Individual Income Tax Return **1977**

Use IRS label. Otherwise, print or type.

First name and initial (if joint return, give first names and initials of both): FRED Z., IRENE K.
Last name: JAMES
Your social security number: 424 34 6143
Present home address (Number and street, including apartment number, or rural route): 1609 MAPLE
For Privacy Act Notice, see page 9 of Instructions.
Spouse's social security: 423 54 6661
City, town or post office, State and ZIP code: URBANA ILLINOIS 61801
Occupation: Yours ▶ PRINTER
Spouse's ▶ ACCOUNTANT

Presidential Election Campaign Fund ▶
Do you want $1 to go to this fund? X Yes ☐ No
If joint return, does your spouse want $1 to go to this fund? X Yes ☐ No
Note: Checking "Yes" will not increase your tax or reduce your refund.

Filing Status
Check Only One Box
1 ☐ Single
2 ☒ Married filing joint return (even if only one had income)
3 ☐ Married filing separately. If spouse is also filing, give spouse's social security number in the space above and enter full name here ▶
4 ☐ Unmarried Head of Household. Enter qualifying name ▶ . See page 6 of Instructions.

Exemptions
Always check the "Yourself" box. Check other boxes if they apply.
5a ☒ Yourself ☐ 65 or over ☐ Blind
b ☒ Spouse ☐ 65 or over ☐ Blind
Enter number of boxes checked on 5a and b ▶ 2
c First names of your dependent children who lived with you ▶ JONI
Enter number of children listed ▶ 1

d Other dependents: (1) Name	(2) Relationship	(3) Number of months lived in your home.	(4) Did dependent have income of $750 or more?	(5) Did you provide more than one-half of dependent's support?

Enter number of other dependents ▶ 0
6 Total number of exemptions claimed . . . Add numbers entered in boxes above ▶ 3

Please Attach Copy B of Forms W-2 Here

7	Wages, salaries, tips, and other employee compensation. (Attach Forms W-2. If unavailable, see page 11 of Instructions)	7	14,500	00
8	Interest income (see page 4 of Instructions)	8	-0	-
9a	Dividends 300 00 9b Less exclusion 200 00 Balance ▶ (See pages 4 and 11 of Instructions)	9c	100	00
10	Adjusted gross income (add lines 7, 8, and 9c). If under $8,000, see page 2 of Instructions on "Earned Income Credit." If eligible, enter child's name ▶	10	14,600	00
11a	Credit for contributions to candidates for public office. Enter one-half of amount paid but do not enter more than $25 ($50 if joint return) — 11a -0 -			
	IF YOU WANT IRS TO FIGURE YOUR TAX, PLEASE STOP HERE AND SIGN BELOW.			
b	Total Federal income tax withheld (if line 7 is larger than $16,500, see page 12 of Instructions) — 11b 1442 00			
c	Earned income credit (from page 2 of Instructions) — 11c -0 -			
12	Total (add lines 11a, b, and c)	12	1442	00
13	Tax on the amount on line 10. (See Instructions for line 13 on page 12, then find your tax in Tax Tables on pages 14–25.)	13	1448	00
14	If line 12 is larger than line 13, enter amount to be REFUNDED TO YOU ▶	14		
15	If line 13 is larger than line 12, enter BALANCE DUE. Attach check or money order for full amount payable to "Internal Revenue Service." Write social security number on check or money order ▶	15	6	00

Please Attach Check or Money Order Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Please Sign
▷ Fred James Your signature Vary Date
▷ Irene James Spouse's signature (if filing jointly, BOTH must sign even if only one had income)

▷ Paid preparer's signature and identifying number (see instructions)
▷ Paid preparer's address (or employer's name, address, and identifying number)

Form 1040A

Department of the Treasury—Internal Revenue Service
U.S. Individual Income Tax Return **1977**

Use IRS label. Otherwise, print or type.

First name and initial (if joint return, give first names and initials of both): CATHY
Last name: ROBINSON
Your social security number: 104 15 1400
Present home address (Number and street, including apartment number, or rural route): 14000 E. SPRINGFIELD
For Privacy Act Notice, see page 9 of Instructions.
Spouse's social security no.
City, town or post office, State and ZIP code: URBANA ILLINOIS 61801
Occupation: Yours ▶ SALESPERSON
Spouse's ▶

Presidential Election Campaign Fund ▶ Do you want $1 to go to this fund? ☐ Yes ☐ No
If joint return, does your spouse want $1 to go to this fund? ☐ Yes ☐ No
Note: Checking "Yes" will not increase your tax or reduce your refund.

Filing Status

Check Only One Box

1 ☐ Single
2 ☐ Married filing joint return (even if only one had income)
3 ☐ Married filing separately. If spouse is also filing, give spouse's social security number in the space above and enter full name here ▶
4 ☒ Unmarried Head of Household. Enter qualifying name ▶ TIM . See page 6 of Instructions.

Exemptions

Always check the "Yourself" box. Check other boxes if they apply.

5a ☒ Yourself ☐ 65 or over ☐ Blind
b ☐ Spouse ☐ 65 or over ☐ Blind
Enter number of boxes checked on 5a and b ▶ 1
c First names of your dependent children who lived with you ▶ TIM, SUZIE
Enter number of children listed ▶ 2

d Other dependents:

(1) Name	(2) Relationship	(3) Number of months lived in your home.	(4) Did dependent have income of $750 or more?	(5) Did you provide more than one-half of dependent's support?

Enter number of other dependents ▶ 0
6 Total number of exemptions claimed . . . Add numbers entered in boxes above ▶ 3

Please Attach Copy B of Forms W-2 Here

7	Wages, salaries, tips, and other employee compensation. (Attach Forms W-2. If unavailable, see page 11 of Instructions)	7	14,600	00
8	Interest income (see page 4 of Instructions)	8	120	00
9a	Dividends .... 9b Less exclusion .... Balance ▶ (See pages 4 and 11 of Instructions)	9c	—	—
10	Adjusted gross income (add lines 7, 8, and 9c). If under $8,000, see page 2 of Instructions on "Earned Income Credit." If eligible, enter child's name ▶	10	14,720	00
11a	Credit for contributions to candidates for public office. Enter one-half of amount paid but do not enter more than $25 ($50 if joint return)	11a	—	—

IF YOU WANT IRS TO FIGURE YOUR TAX, PLEASE STOP HERE AND SIGN BELOW.

b	Total Federal income tax withheld (if line 7 is larger than $16,500, see page 12 of Instructions)	11b	1705	00
c	Earned income credit (from page 2 of Instructions)	11c	—	—
12	Total (add lines 11a, b, and c)	12	1705	00
13	Tax on the amount on line 10. (See Instructions for line 13 on page 12, then find your tax in Tax Tables on pages 14–25.)	13	1829	00
14	If line 12 is larger than line 13, enter amount to be REFUNDED TO YOU ▶	14		—
15	If line 13 is larger than line 12, enter BALANCE DUE. Attach check or money order for full amount payable to "Internal Revenue Service." Write social security number on check or money order ▶	15	124	00

Please Attach Check or Money Order Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Please Sign

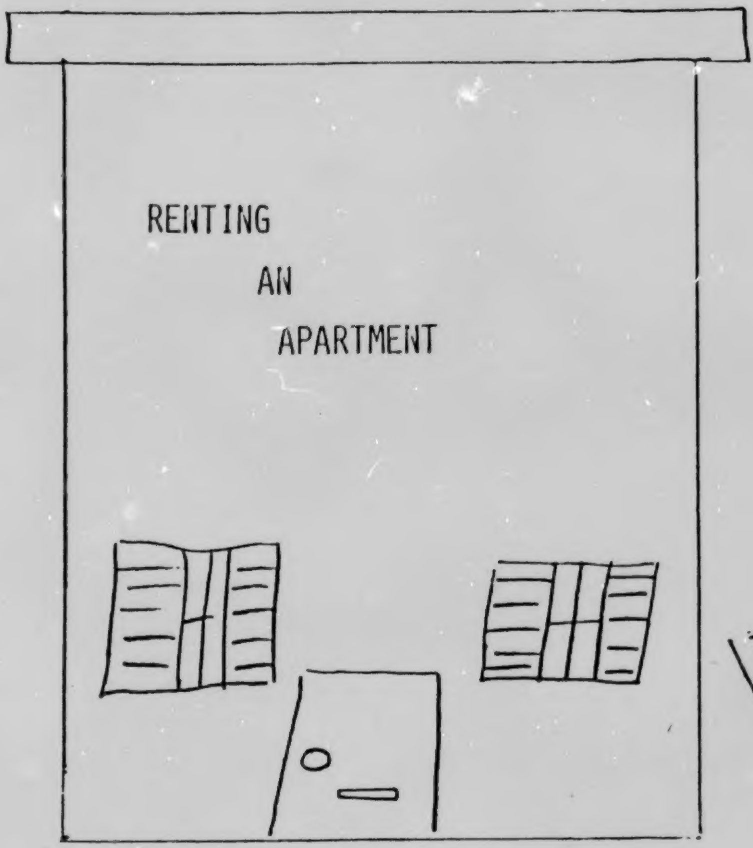
▶ Cathy Robinson Vary
Your signature Date

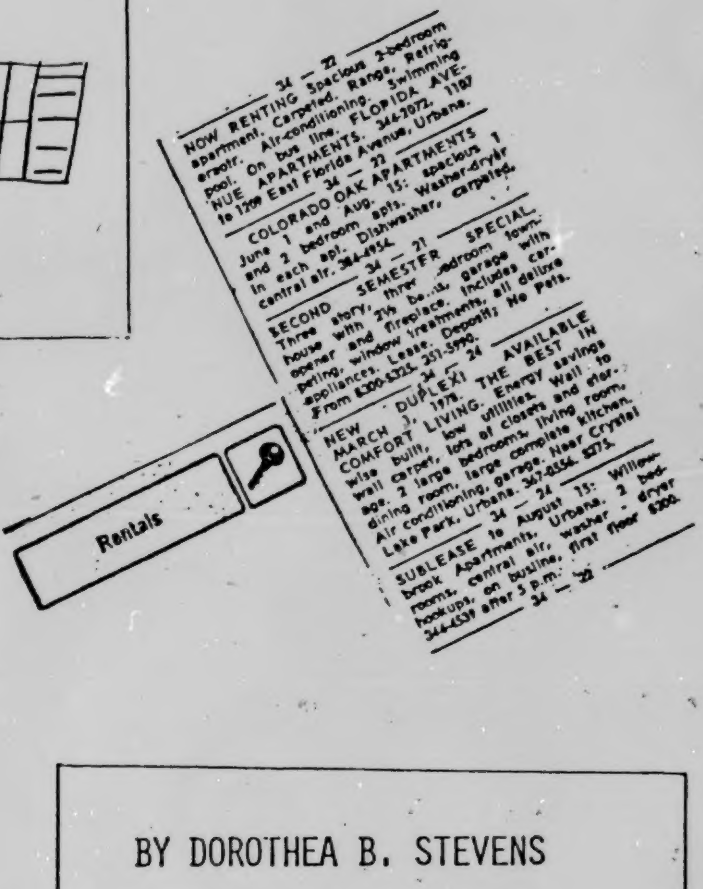
▶ Spouse's signature (if filing jointly, BOTH must sign even if only one had income)

▶ Paid preparer's signature and identifying number (see instructions)

▶ Paid preparer's address (or employer's name, address, and identifying number)

RENTING
AN
APARTMENT





Rentals

34 — 22

NOW RENTING Spacious 2-bedroom apartment. Carpeted. Range, Refrigerator. Air-conditioning. Swimming pool. On bus line. FLORIDA AVENUE APARTMENTS. 344-2072. 1107 to 1209 East Florida Avenue, Urbana.

34 — 22

COLORADO OAK APARTMENTS June 1 and Aug. 15: spacious 1 and 2 bedroom apts. Washer-dryer in each apt. Dishwasher, carpeted, central air. 384-4954.

34 — 21

SECOND SEMESTER SPECIAL. Three story, three bedroom townhouse with 2½ baths, garage with opener and fireplace. Includes carpeting, window treatments, all deluxe appliances. Lease. Deposit; No Pets. From $300-$325. 351-5990.

34 — 24

NEW DUPLEX! AVAILABLE MARCH 1, 1978. THE BEST IN COMFORT LIVING. Energy savings wise built, low utilities. Wall to wall carpet, lots of closets and storage. 2 large bedrooms, living room, dining room, large complete kitchen. Air conditioning, garage. Near Crystal Lake Park, Urbana. 367-0556. $275.

34 — 24

SUBLEASE to August 15: Willowbrook Apartments, Urbana. 2 bedrooms, central air, washer - dryer hookups, on busline, first floor $200. 344-4539 after 5 p.m.

34 — 22

BY DOROTHEA B. STEVENS

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PROJECT SURVIVAL SKILLS

Instructor's Guide

CHOICES

You are looking for an apartment to rent. How much rent can you afford each month? Apartment costs also include upkeep and utilities. __________ Try the sample budget if you are not sure. It is on page 4.

Is this amount of money less than 1/3 of your income?

__________ Example: $500 monthly income.

$$\begin{array}{r} \$\,166. \\ 3\overline{)\,500.} \\ \underline{3} \\ 20 \\ \underline{18} \\ 20 \end{array}$$

$166 each month for rent, upkeep, and utilities.

Are there apartments in your city for this amount of money? __________ If you are not sure, the next section will help you find out.

Will you be sharing your apartment with another working adult?

__________ How much can this person afford for an apartment? __________ Add your monies together. __________ Remember what this amount includes. It includes rent, upkeep, and utilities. For example, your roommate can afford $166 for the apartment. You can also afford $166 for the apartment. This totals $332. Rent an apartment for $250 and $82 is left for upkeep and utilities. These are bills like water, gas, and electricity. You must also plan for a telephone bill. Some apartments include utilities in the price. Others do not.

May want to give student an "income" if he/she is not working presently.

BUDGET

Income for month ____________________ A

Expenses for month

Food ________________

Clothing ________________

Transportation ________________

Insurance ________________

Savings ________________

Medical ________________

Debts ________________

Recreation ________________

Other ________________

Total ____________________ B

Subtract B from A

Apartment Money ________________

rite out the shortened words in each of the following ads.

And answer the questions about the ads.

. CLOSE-IN 3 bedroms., fireplace,
gar. yd., kids & pets ok. $75
STEVENS RENTALS 384-3555

bdrms. bedrooms

gar. garage

yd. yard

& and

ok allowed

a. Is this ad for a house or for an apartment? house

b. Could you rent this place if you had two children and a dog? yes

What words tell you to call a rental agency for more information?

Stevens Rentals 384-3555

. W. OREGON, 2nd fl, apt. suitable
for 2 adults pref, call after
5 pm. 782-3371

W. West

2nd fl. 2nd floor

apt. apartment

pref. preferred

a. Do you think the landlord would rent to you if you had two children and a dog?

no

b. How could you find out more about this apartment?

Call after 5 p.m

3. MOBILE home, 3 bdrms., sec. dep.
off 74 at Cunningham Ave. Also
trailer space. 379-4466

sec. dep. security deposit

a. What words in the ad give you directions to the trailer park? off 74 at

Cunningham Ave.

b. Could you rent a space for your trailer, if you already owned one? yes

4. CAMPUS, 2 bdrm. newly remodeled,
off st. pkg., $200 per mo. plus
util. 333-1000

off st. pkg. off street parking

mo. month

util. utilities

Pick two ads from the newspaper that match your needs. Tape them below.

Check answers from the ad the student brings in.

A.

1. Write out the ad in complete words.

2. How much is it a month?

3. Where is it?

4. How can you find out more about it?

410

7

Check answers from the ad the student brings in

B. 1. Write out the ad in complete words.

2. Is it in an apartment building?

3. Are utilities included in the rent?

4. How large is the apartment?

not like the normal reading you do. Try to answer these questions. You will need help from your teacher. The lease you need is on the next page.

1. When was this lease signed?

6/4/77

2. Who is the tenant (renter)?

William R. Walker

3. Who is the landlord?

Jones Corporation

4. Where is the apartment?

800 St. 76th St. Apt. 12

5. How long is the lease for?

12months

6. When does the lease begin and end?

July 1, 1977 to June 30, 1978

7. How much is the monthly rent?

$195.00

8. When is the rent due?

first day of each month

9. Can the landlord come into the apartment at any time?

yes

10. How much is the cleaning fee for the apt.?

$25.00

Answer these questions using the lease on the previous page.

1. How much is the security deposit?

   $195.00

2. What is the security deposit for?

   The security is used to make sure the tenant takes care of the apartment. If he/she does not, the security is used for damages.

3. How long do you have to report problems with the apartment from the time you move in? 7 days

4. How can you break or get out of this lease?

   There is no clause here to break the lease.

DISCRIMINATION (dis-crim-i-na-tion)

What is discrimination? Discrimination has to do with treating people unfairly. Usually this is done because people are different. Discrimination occurs in school, jobs, sales, and in housing. Discrimination in housing means a landlord has space in a building but won't rent it. He/she doesn't rent space because the person who wants to rent is different. It is against the law to discriminate against people for the following differences:

- sex
- religion
- country of birth
- color
- race

A landlord cannot use any of these "differences" to discriminate against you. This means that a landlord must first show you an apartment. He/she must rent you the apartment if you can meet the terms in the lease. It is illegal for a landlord to tell you a place is rented if it is not. Finally, a landlord cannot charge you more rent or security deposit than he/she usually charges.

What can you do if you have been the victim of discrimination? You can do something. You can report problems to the local and state human rights commission. (com-mis-sion)

* The Champaign - Urbana Tenant's Union can help you with fair-housing and leasing problems.

Have you ever been the victim of discrimination? How did you solve the problem?

* Where is the Champaign - Urbana Tenant's ? Union

* It is located at 610½ East Park Ave., Champaign, IL 61820

* Instructor should provide the name and address of a local agency such as the one written in here, or ask the student to look up such information.

RENTING AN APARTMENT

Self-Check

This self-check will help you see if you are familiar with the basics of apartment renting. The answers are in this unit. See your instructor if you need help.

1. What are 3 of the most important things to think about when renting?
   - how much is the rent
   - what type of place to rent
   - what special needs must be met

2. What do the following words mean?

security damage money

lease written agreement between landlord and tenant

tenant - person renting an apartment

sub-leasing renting your apartment to someone else

security deposit money for possible damages paid by tenant

landlord person who owns the rental property

insurance system of sharing risks

utilities gas, electricity, water etc

discrimination treating people unfairly

eviction forcing someone to leave his/her apartment

3. Name 3 ways you can find out about places to rent. Any of the following.

newspapers
bulletin boards
friends
office of public housing
look for "For Rent"
signs in neighborhood

post notice at school,
laundromat, grocery store etc

4. Write out the following ad in complete words.

W. Springfield, 2 bdrm apt. 3rd fl.,
furn. adults pref. off st. pkg. $150
per mo., incl. utils., 356-6924.

West Springfield, two bedroom apartment third floor furnished, adults preferred. Off street parking \$150.^{00} per month including utilities. 356-6924.

5. List 5 things that should be in a lease.

1. tenancy
2. address
3. rent - how much, who pays, when due
4. who pays utilities
5. info. on property changes,
6. security deposit
7. how to break lease

6. List 3 things you will do when you move.

1. Clean apartment
2. End utilities
3. Take care of phone service
4. Settle bills
6. Discontinue newspaper
7. Get money landlord owes you.

7. If you have problems with a landlord or a lease, who can help you?

State human rights commission
local Landlord-Tenant union

BUYING A USED CAR

pSs

PROJECT SURVIVAL SKILLS

BY DOROTHEA B. STEVENS

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Instructor's Guide

CHECKLIST FOR A CAR

1. List the good and bad points of buying a car from the following places:

	Good	Bad
Car Dealer	30 DAY GUARANTEE MANY CARS AT ONE PLACE	DIFFICULT TO GET CAR HISTORY
Newspaper Ad	MANY ADS IN ONE PLACE, CAN CALL ON THE PHONE, COMPARE PRICES	TAKES TIME TO CHECK OUT, MANY OTHER PEOPLE LOOKIN AT THE SAME ADS.
Friend or Relative	CHEAPER KNOW HISTORY OR THE CAR	NO GUARANTEE

2. What is a service record?
RECORD ON A CAR OF SERVICE AND REPAIRS TO IT, CAR OWNER SHOULD HAVE THIS.

3. What things would you check on before buying a used car?
SEE PAGE #4.

INSURANCE

1. Where would you buy auto insurance?

- Answers will vary according to local area
- Instructor should encourage students to inquire of local agents.

2. What types of auto insurance will you buy?

Liability is most essential.

Answers will vary regarding comprehensive and collision - depending on value of car, etc.

3. How much do you think it will cost?

Encourage students to check with local agents.

419

Repairs

1. Should you ask for an estimate before you get your car fixed?

Why? YES, GET 2 or 3 WRITTEN ESTIMATES BEFORE GETTING THE REPAIR SO YOU ONLY GET FIXED WHAT YOU WANT FIXED AND YOU DON'T PAY MORE THAN YOU NEED TO

2. Why should you save your repair bills?

IS SOMETHING GOES WRONG WITH THE REPAIR YOU CAN TAKE IT BACK. ALSO FOR A RECORD TO REMEMBER WHAT WORK HAS BEEN DONE & AT WHAT TIME.

3. Where would you complain about a used car rip-off?

CONSUMER COMPLAINT AGENCY
BETTER BUSINESS BUREAU
CHAMBER OF COMMERCE
DISTRICT ATTORNEY

420

Test Yourself

I. Match the following.

B Buying Guide of Consumer Reports

E Blue Book

D Model

A Options

C Estimate

a. Extras

b. Contains car records

c. Good guess

d. Type of car

e. Fair Trade Values of used cars

II. What things make up the cost of running a car? (AT LEAST 4)

CAR PAYMENT
GAS
INSURANCE
UPKEEP
TAXES
LICENSE PLATES

III. What are the 3 major types of auto insurance?

LIABILITY
COMPREHENSIVE
COLLISION

IV. List 5 things you should check yourself when you are looking over a used car?

PAINT - RUST SPOTS
TIRES
ALL MOVEABLE PARTS
TEST DRIVE
BRAKES
ODOMETER READING

V. List 3 things that should be on a bill for car repairs.

SHOW PRICES OF ITEMS FIXED

PRICE OF LABOR

SHOW DATE

INCLUDE GUARANTEE ON PARTS AND LABOR.

INSTRUCTOR'S GUIDE

for

OCCUPATIONAL KNOWLEDGE UNITS

Job Leads
Job Applications and Interviews
Job Skills

JOB LEADS

40 Help Wanted

Housekeepers-Carle Foundation Hospital has immediate openings for Housekeepers on 1st and second shifts. Apply Personnel Office, Carle Foundation Hospital 611 W. Park Street, Urbana Illinois, 61801, 337-3066. An Equal Opportunity Employer.

Maids. Apply in person. Howard Johnson Motor Lodge, Urbana.

KRAFT INC.

Has a position for a Nurse. Job consists of Industrial Nursing and assisting the Personnel Manager in the administration of company benefit plans. Hours of work, 3rd shift, 11Pm-7Am. Experience preferred.

Position offers excellent wages plus liberal benefits such as pension, paid vacation, holiday pay, medical insurance for employee and family, paid sick leave, free uniforms, etc. . . Interested applicants should apply in person at the Kraft Employment Office between 7:30Am-4:00Pm, Monday thru Friday.

KRAFT INC.
1708 W. Bradley
Champaign, IL.
An Equal Opportunity Employer

BY DOROTHEA B. STEVENS

pSs

PROJECT SURVIVAL SKILLS

Instructor's Guide

WHAT ARE YOU WILLING TO DO?

All of us have certain ideas about what we would like to do. Work is much better if it is something we enjoy. Look at the list of jobs on the next page. Your instructor will help to explain what each job is about. Fill in the Career Interest Survey below.

NAME ANDY SMITH DATE 4-6-79

SCHOOL URBANA ADULT EDUCATION

CAREER INTEREST	AREA	JOB
1st Choice	E	5
2nd Choice	C	13
3rd Choice	F	4

My hobby interests are: 1. i 2. f 3. l

I have talked to someone who has a career I chose.......................... Yes ✓ No ___

I know about the kind of things a person would do in the career I chose....... Yes ✓ No ___

I would like to talk to someone about my career choice...................... Yes ✓ No ___

Job Leads

Which job leads will you use to find a job?

ANY:
Newspaper
Friends
Relatives
Business windows
Placement Bulletins
Employment Agencies

What are the good points of using the State Employment Office?

Many job leads
Counselors to help you
Services are free

What are the bad points of using private employment agencies?

There is a fee for service. It is often large and you must pay even if you only work a short time

Where can you place a request for the kind of job you want?

Bulletin boards in businesses or public places. Also newspapers

Read the following adds. They are written with a lot of abbreviations. Under the add are blank lines. Rewrite the add by looking back on the list of abbreviations. Rewrite the adds using the whole words.

F/T Secretary needed in Champaign ofc. 50 wpm nec. Exp. pref'd. $600 per mo. Call for appt. M-F from 8-5. Ph. 384-3555.

Full time Secretary needed in Champaign office. 50 words per minute necessary. Experience preferred. $600. per month. Call for appointment. Monday thru Friday 8:00 AM to 5:00 P.M. Phone-384-3555

Temp. position for accountant. Misc. tax work. Ref. req. Sal. acc. to exp. Perm. job possible. Apply wkdys Stevens & Co., Washington Bldg.

Temporary position for accountant. Miscellaneous tax work. References required. Salary according to experience. Permanent job possible. Apply weekdays Stevens and Company, Washington Building.

P/T Restaurant work. Nat'l Hamburger Bus. Misc. duties. Eve. Hrs. $3.00 per hr. Rel. Trans. Nec. Must be H.S. grad. Excel. Oppty. Call McArnold's, 398-1357.

Part-time Restaurant Work. National Hamburger Business. Miscellaneous duties. Evening Hours. $3.00 per hour. Reliable Transportation Necessary. High School graduate. Excellent Opportunity. Call McArnold's, 398-1357.

A good help wanted ad tells you the important facts. It gives all the information you need to know about the job. The ad should tell how to find out more about the job. Good ads should have most of the following:

Place of Employment

Type of Work

Salary

Hours

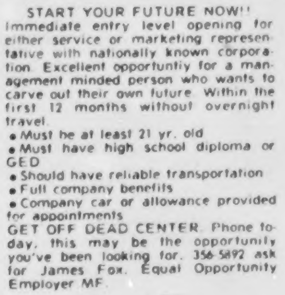
Experience Needed

Phone Number to Call

Time to Call or Stop By

Read the following ads. Decide if the add if a good ad or a poor ad. Tell what information listed above is missing if the ad is poor.

HELP WANTED



START YOUR FUTURE NOW!!
Immediate entry level opening for either service or marketing representative with nationally known corporation. Excellent opportuntiy for a management minded person who wants to carve out their own future. Within the first 12 months without overnight travel.
- Must be at least 21 yr. old
- Must have high school diploma or GED
- Should have reliable transportation
- Full company benefits
- Company car or allowance provided for appointments

GET OFF DEAD CENTER. Phone today, this may be the opportunity you've been looking for. 356-5892 ask for James Fox. Equal Opportunity Employer MF.

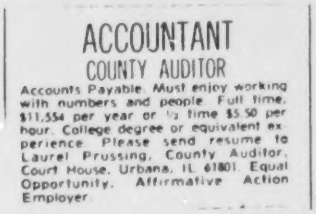
Good ______ Poor ✓

Missing Information: ______

NAME OF CO.

SALARY

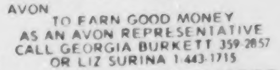
HOURS



ACCOUNTANT
COUNTY AUDITOR
Accounts Payable. Must enjoy working with numbers and people. Full time, $11,554 per year or ½ time $5.50 per hour. College degree or equivalent experience. Please send resume to Laurel Prussing, County Auditor, Court House, Urbana, IL 61801. Equal Opportunity, Affirmative Action Employer.

Good ✓ Poor ______

Missing Information: ______



AVON
TO EARN GOOD MONEY
AS AN AVON REPRESENTATIVE
CALL GEORGIA BURKETT 359-2857
OR LIZ SURINA 1-443-1715

427

Good ______ Poor ✓

Missing Information: ______

HOURS, SALARY, TYPE OF WORK, EXPERIENCE

HELP WANTED

LUBRICATION

Experienced person to work on lubrication rack. Job consist of very light mechanical work. All fringe benefits. 5½ day week. Apply in person to Mr. Erickson at:

Worden Martin Inc.
100 Carriage Center, Champaign

Good ✓ Poor ______

Missing Information: ______

SALARY

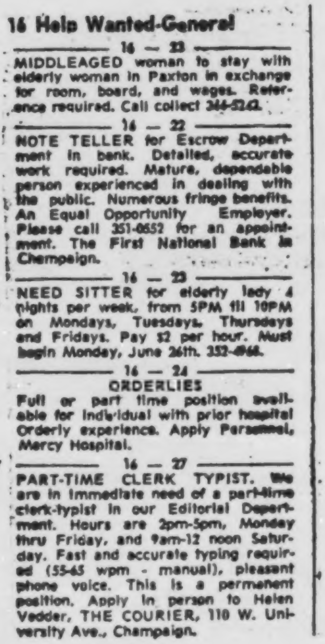
Clerk for circulation department. Permanent, full time position, Monday-Friday, 8-4:30. Desirable qualifications: ability to write a clear business letter, knowledge of office procedures, type 40wpm. Phone 328-3870 for appointment. An equal opportunity employer. National Council of Teachers of English, 1111 Kenyon Road, Urbana.

Good ✓ Poor ______

Missing Information: ______

CHOICES

Mary just finished high school. She has worked part-time at Sears. She was a sales clerk. Mary took classes in typing and bookkeeping. Does she want to go on to the community college? Does she want to work? She doesn't know. Mary wants to make some money. She wants to buy a car. She wants her own apartment. Which of the following ads might be a good job choice for Mary? (Put checks by them and tell why these are good choices.)



16 Help Wanted-General

16 — 23

MIDDLEAGED woman to stay with elderly woman in Paxton in exchange for room, board, and wages. Reference required. Call collect 344-5242.

16 — 22

NOTE TELLER for Escrow Department in bank. Detailed, accurate work required. Mature, dependable person experienced in dealing with the public. Numerous fringe benefits. An Equal Opportunity Employer. Please call 351-0652 for an appointment. The First National Bank in Champaign.

16 — 23

✓ NEED SITTER for elderly lady 4 nights per week, from 5PM til 10PM on Mondays, Tuesdays, Thursdays and Fridays. Pay $2 per hour. Must begin Monday, June 26th. 352-4968.

Possibility but not the best.

16 — 24

ORDERLIES

Full or part time position available for individual with prior hospital Orderly experience. Apply Personnel, Mercy Hospital.

16 — 27

✓ PART-TIME CLERK TYPIST. We are in immediate need of a part-time clerk-typist in our Editorial Department. Hours are 2pm-5pm, Monday thru Friday, and 9am-12 noon Saturday. Fast and accurate typing required (55-65 wpm - manual), pleasant phone voice. This is a permanent position. Apply in person to Helen Vedder, THE COURIER, 110 W. University Ave., Champaign.

This fits Mary's experience most.

Gary dropped out of school five years ago. He has been working odd jobs since then. Now he wants to go back to school. He wants to get his high school diploma. Gary has to quit his construction (con-struc-tion) job. He needs time to go to school. They want him to work full-time and over-time most weeks. He wants to work less time. Which of the following jobs are good choices for Gary? (Put checks by these. Tell why they are good choices.)

16 — 23

✓ **FULL & PART TIME**
BUS OPERATORS

The Champaign Urbana Mass Transit District will accept applications for future Bus Operator openings Thursday June 22 and Friday June 23 from 8 am to 5 pm. Individuals must be able to work 5 am to midnight, Monday through Saturday and all day Sunday. Starting salary is $5.10 per hour with a top rate of $6.37 per hour plus cost of living, in addition to numerous other benefits. Applicants must have an excellent driving record, be at least 21 years old, and have a valid Illinois driving license. Apply at 801 E. University Avenue, Urbana. No phone calls please.

An Equal Opportunity Employer.

16 — 22

LABORERS
NEEDED
Apply Monday thru Friday
9 AM to NOON
MANPOWER
N. Neil, C. 353-7875

CARLE FOUNDATION HOSPITAL has the following permanent full time openings:

1. Nursing Assistant must have training or experience.
2. Orderly—must have training or experience. Apply Personnel Office, Carle Foundation Hospital, 611 W. Park, Urbana, IL 61801. 337-3066. An Equal Opportunity Employer.

16 — 21

CARRIERS needed for Champaign, Urbana and campus area. Deliver AM PAPER. Some choice S.W. Champaign Routes available. Call Gene Daniels. 356-6933.

16 — 21

✓ **CAB DRIVERS—CLEAN CUT**
21 OR OVER. Apply in person
YELLOW CAB 202 E. University

16 — 25

CAN YOU hack it? Full and part time DRIVERS and dispatchers. Phone 356-TAXI.

16 — 27

PRODUCTION COORDINATOR

STRONG Verbal and Written communication skills required. Must be able to organize and meet deadlines. College and graphic arts background helpful. Some clerical skills required. Needed immediately. Call Carol Rogers, McKnight Publishing Company, 309-663-1341. An Equal Opportunity Employer.

16 — 21

✓ **PART-TIME** work with teenage children. Cunningham Children's Home needs male and female relief houseparents. Single or married. 1½ days per week. One 4½ day weekend per month. Contact Charles Harrison, 367-4064.

16 — 27

✓ **MAINTENANCE POSITION.** Your experience in the general maintenance of apartments and knowledge of A-C and boiler systems can qualify you for a good salary plus fringe benefits. Apply at 2106 W. White Street or phone 359-3713 for an appointment.

Any of these part-time jobs might fit Gary's plans.

TEST YOURSELF

I. List three job leads you can use to find a job.

Newspaper
Friends
State Employment Agency
Private Employment Agency
Bulletin Boards

II. Write the word that the following abbreviations stand for.

appt. appointment
bus. business
exp. experience
hrly. hourly
maint. maintenance

sal. salary
W.P.M. words per minute
temp. temporary
pref'd. preferred

III. List three things that should be in a good help wanted ad.

type of work and firm's name
experience necessary
salary
where to apply
times to apply
phone number

431

Job Applications and Interviews

BY Kathleen A. Rizzo

pSS

PROJECT SURVIVAL SKILLS

Instructor's Guide

List the number and date issued in this section. Leave it blank if you do not have a certificate.

JOB EXPERIENCE

Job experience (ex-per-i-ence) is another part found on most applications. You are asked to list all your past jobs. Start with your most recent one. Here is where you can impress the employer. List jobs that apply to the one you are trying to get.

Here is an example

Mary graduated from high school 10 years ago. She has had four jobs since she left school.

Her first job was typing at the phone company. She worked there one year. Her second job was being a waitress. She did this for two years. She worked at Sears in the credit department (de-part-ment) for three years. Now she works at an insurance (in-sur-ance) company doing typing and filing.

Mary is applying to be a secretary at city hall. She is asked to list three past jobs. Which should she choose? WRITE your choices below.

1. typing at the phone company
2. Sears credit department
3. working at an insurance company

Mary's job at the phone company gave her some office experience. So did her jobs at Sears and the insurance company. These three are the jobs Mary should list on her application. The waitress job did not give her experience for

CHECKLIST FOR JOB INTERVIEW

_____ Know place and time of interview

_____ Be on time

_____ Bring list of references, education background, and job experiences

_____ Dress neatly

_____ Sit calmly

_____ Speak clearly

_____ Most of all---BE YOURSELF.

Instructor may want to take opportunity to do mock interviews with student. This can also be done in group with students listening and critiquing each other.

UNIT TEST

1. List three items you may find on a job application. Any 3 listed

1. a) general info. (name, address, social security no., birthdate, race, sex, age, etc.
b) military record c) health

2. d) educational background
e) job experience f) references

3. g) professional license or certificate

2. What will you list under the education section of the job application

List 3.

1. name, address, and city of schools attended

2. date of graduation

3. comment on why school not completed

3. Which jobs should you list in the job experience section of the application? You should list the jobs that apply to the one you are applying for.

4. What people make good references? Personal friends or people you have worked with.

5. What important thing should you tell your reference?

Contact the people you use as references.

6. What is a job interview? What happens at a job interview?

A job interview is a meeting between you and the employer. The employer gets information about you and you ask questions about the employer.

7. List three ways to prepare for a job interview. Any 3 listed

1) Find out time and place of interview
2) Bee on time 3) Be neat and clean
4) Use a firm grip to shake hands w/employer
5) Try to control nervousness
6) Look alert
7) Speak clearly so interviewer can hear.

8. Complete the job application. Show it to your instructor.

Student may need some help with this, especially questions about long range goals and special skills

Application For Employment

Fill out the following application.

Show it to your instructor when you have completed it.

AN EQUAL OPPORTUNITY EMPLOYER

LAST NAME	FIRST	MIDDLE	SOCIAL SECURITY NO.
SMITH,	JOAN	M.	319-46-0351

PRESENT ADDRESS	CITY	STATE	ZIP	TELEPHONE NO.
610 E. PARK ST.	CHAMPAIGN,	IL.	61820	(217) 384-3530
PERMANENT ADDRESS	CITY	STATE	ZIP	TELEPHONE NO.
100 KENNEDY DR	KANKAKEE,	IL.	60901	(815) 939-7127

POSITION APPLIED FOR: X-RAY TECHNICIAN

HOW WERE YOU REFERRED TO THE HOSPITAL?	DATE AVAILABLE FOR WORK?
NEWSPAPER AD	IMMEDIATELY

RELATIVES OR FRIENDS EMPLOYED IN THE HOSPITAL: NONE

HAVE YOU EVER BEEN EMPLOYED BY THIS HOSPITAL?	WILL YOU ACCEPT PART TIME WORK?
NO	YES
LONG RANGE OCCUPATIONAL GOALS:	WILL YOU ACCEPT TEMPORARY WORK?
TECHNICIAN IN LARGE CITY HOSPITAL	NO

SPECIAL SKILLS YOU POSSESS:

WORK WELL WITH SICK PEOPLE
GOOD AT DEVELOPING X-RAYS

SHIFT OR HOURS YOU CAN WORK: ○1st ○2nd ○3rd

EDUCATION

SCHOOL BEGIN WITH HIGH SCHOOL	FROM	TO	DEGREE/ DIPLOMA	DATE RECEIVED	MAJOR FIELD	YEARS COMPLETED
HIGH SCHOOL URBANA H.S.	1976	1980	☒	JUNE, '80		☒
COLLEGE PARKLAND	1980	1982	ASSOCIATE	JUNE, '82	X-RAY TECH.	2

OTHER: BUSINESS COLLEGE OR OTHER SPECIAL COURSES—INCLUDE MILITARY TRAINING AND ANY CONTINUING EDUCATION COURSES TAKEN IN YOUR PROFESSIONAL FIELD

TYPING: APPROX. WPM 30 **SHORTHAND: APPROX. WPM** NONE

LIST BUSINESS MACHINES OPERATED

ADDING MACHINE
COMPUTER TERMINAL

PROFESSIONAL LICENSES AND/OR CERTIFICATIONS

TYPE	STATE ISSUED	DATE	NO.	VERIF.
X-RAY TECH.	ILLINOIS	JULY 1982	X406-301	
TYPE	**STATE ISSUED**	**DATE**	**NO.**	
TYPE	**STATE ISSUED**	**DATE**	**NO.**	

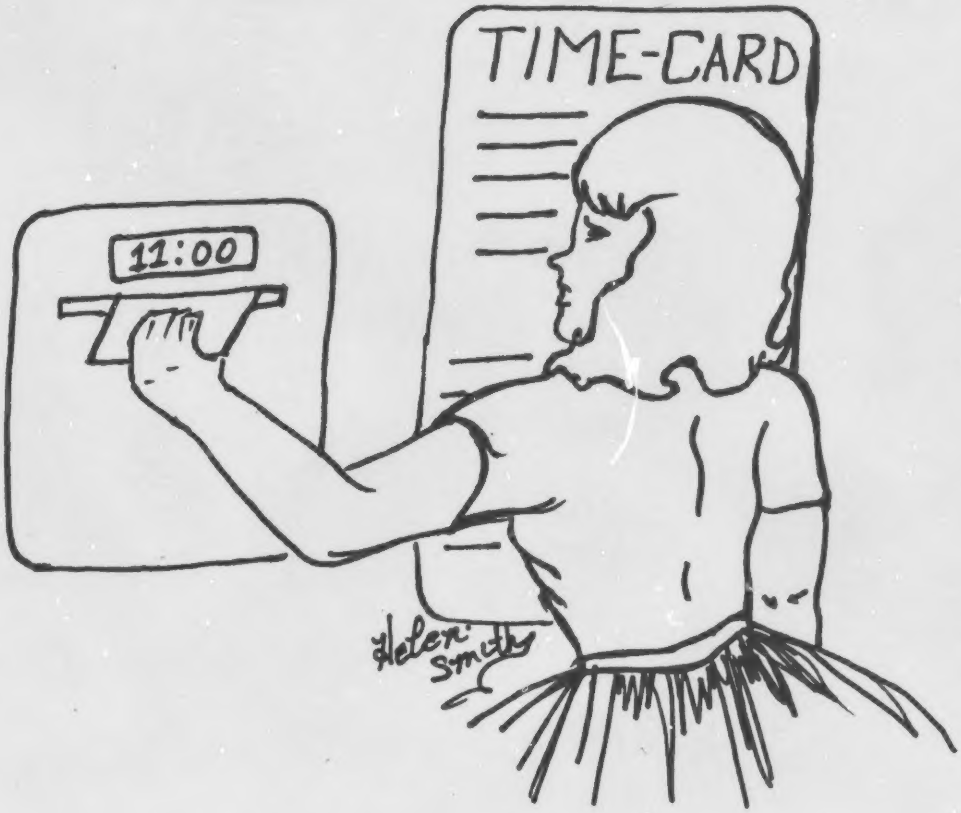
AREA OF SPECIALIZATION OR MAJOR INTEREST:

INTERESTED IN RADIATION THERAPY

REFERENCES LIST OF PERSONAL OR BUSINESS REFERENCES WHO ARE NOT RELATIVES

NAME	COMPANY & ADDRESS	PRESENT TITLE	TELEPHONE
JOHN WHITE	ST. MARY'S HOSPITAL CHICAGO, ILL. 60900	PERSONEL DIRECTOR	(312) 821-4376
DR. MARY FRYE	CARLE CLINIC CHAMPAIGN, IL 61820	HEAD OF X-RAY DEPT.	(217) 337-2100
ANDY MARTIN	BERGNER'S DEPT STORE MARKET PLACE MALL CHAMPAIGN, IL 61820	PURCHASING AGENT	(217) 356-6

JOB SKILLS


TIME-CARD
11:00
Helen Smith

BY LINDA E. SCHIMDT

pSs

PROJECT SURVIVAL SKILLS

Instructor's Guide

Fill in the missing word in the paragraph below. This is from "Counting On You".

A good employee is dependable. This is important because the people you work for rely/count on you. You are hired to do a job. It is important or your boss would not have hired you. Your fellow employees also count/rely on you. They expect you to do your share of the work. They may have to work harder if you don't do your job.

Answer these two questions from "Counting On You". You may write the answers or discuss it with your instructor.

1. What does being dependable mean? Dependable means that the people you work with can rely on you to do the job you were hired to do Dependable also means being at work eve day and being on time.

2. Pretend you are a boss. One of your employees is late. Another employee has worked his/her shift. That person is waiting to go home. There is no one to do the job. The person who is supposed to do it is late. What would you do as the boss? Why?

Make sure the student puts himself/herself in the position of "boss", to explain what he/she would do. You may want to discuss this as a group.

Read the following story. See if you can make some suggestions for John. Discuss these with your instructor. You may want to do this as a group.

John started a new job about a week ago. He is working as a stock person in a hardware store. This means he is putting the price on items. He also stacks tools and building supplies on the shelves. John's boss told him the work must be done quickly. Also, every item must have the correct price. John's boss tells him that Tom will help him. Tom is another stock person. He has been at the hardware store for over a year. Tom is younger than John. This bothers John. He does not like Tom telling him how to do the work. John decides he will do the work in his own way. John's boss gets angry when John keeps making mistakes on prices. The boss also says John is not fast enough. What mistakes has John made? What can John do to save his job?

John's biggest mistake is that he let personal feelings get in the way of doing his job. By not wanting Tom to "give him orders", John is not learning how to do his job correctly or efficiently. John will have to learn to cooperate, listen, and show a better attitude if he is going to keep his job.

411

Match the terms in Column A with the phrases in Column B. The terms come from "Watching Out For Yourself".

1. f or c sick days
2. e medical insurance
3. d job description
4. c or f vacation days
5. a. life insurance
6. b holidays

a. money that will be paid to your family if you die
b. times you may be paid extra for working
c. you may or may not be paid on these days
d. tells what your duties are at work
e. pays large hospital bills
f. there is a limit to how many of these you can have

Mary works at a law office. She answers the phone and does typing. She earns $5.00 an hour. Last week she worked 30 hours. How much is her gross pay?

(Multiply Mary's hourly pay by the number of hours she works.)

$5.00
30
$150.00 - gross pay

Mary has $32.25 taken out of her check for F.I.C.A. She also has $17.62 taken out for insurance. What is the total amount of money taken out of Mary's chec

32 25
17 62
$49.87 - amount taken out of check

How much net pay will Mary bring home?

$150.00 - gross pay
49.87 - deductions
$100.13 - net pay

REVIEW

This review is for you to check yourself. It will help you to see how well you understood this unit, DOING A GOOD JOB.

Pretend you are starting a new job today. You have been learning how to do a good job. List ten ideas that are important to doing a good job. Student may have trouble writing these points. This could be done orally.

EXAMPLE - Showing up for work on time.

1.-Going to work everyday

-Doing the job you were hired to do.

2.-Listen carefully to directions

-Be willing to cooperate with the people you work with.

3.

-Try not to let feelings about other employees get in the way of doing your job.

4.

-Make sure your appearance is satisfactory for work.

5.-Make sure you have a job description

-Ask about insurance benefits

-Ask about sick leave.

6.

-Ask about holidays

7. - Check your paycheck whenever it's received

8. Any other ideas not stated
but important to doing well
9. at a job can be written or
expressed as well. Hopefully
student's answer will reflect
10. an understanding of their
responsibility and the employer
responsibility in a job situation.

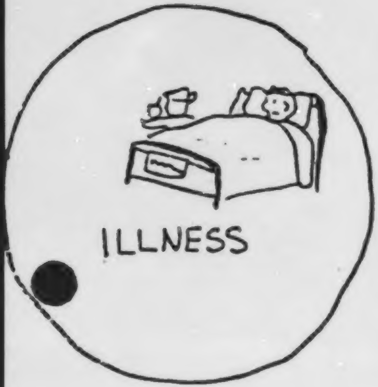
INSTRUCTOR'S GUIDE

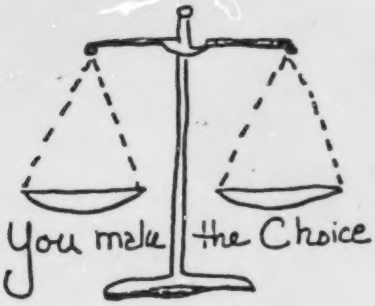
for

HEALTH UNITS

- Community Health Services
- Birth Control
- Parenting Skills
- First Aid
- Nutrition

COMMUNITY HEALTH SERVICES




You make the Choice

pSs

PROJECT SURVIVAL SKILLS

KATHLEEN A. RIZZO

Instructor's Guide

The contents of this booklet were developed through a special project funded by the Adult and Continuing Education Section, Illinois Office of Education, under provisions of Section 10-22.20 of the School Code of Illinois. As such, these materials are public property and may not be copyrighted or otherwise reproduced for commercial purposes.

ANSWER KEY FOR UNIT EXERCISES

Assignment: Hospitals
List 3 ways a hospital can help you.

1. offers help to sick people
2. offers services like blood test and X-Ray
3. offers emergency care

Assignment: Clinics and Nursing Home

1. What is a Clinic? It is an organization of doctors. They join to practice medicine.

2. Who can get care at a Nursing Home? The bedridden, the elderly and those who need medical attention after surgery.

Assignment: Public Health Department
List 3 services of a Health Department

1. free medical and/or dental care
2. vaccinations and other shots
3. well-baby clinic

Where Can They Go For Help	Answers
1. City Hospital (Emergency Room)	
2. Storefront Health Center	
3. County Nursing Home	
4. Public Health Clinic	

VOCABULARY

1. Vaccination

2. Communicable

3. Specializes

SPECIAL HEALTH PROBLEMS

Assignment on looking up phone should be checked by instructor to see if it is correct and complete.

MATCH: DOCTOR WITH HIS SPECIALTY Answers

1. e
2. d
3. c
4. b
5. a

FILL IN

1. Psychiatrist
2. Ophthalmologist
3. Allergist
4. Dermatologist
5. Podiatrist

* Instructor may wish to adapt this information to include local agencies.

VOLUNTARY HEALTH AGENCY

Each voluntary (vol-un-tar-y) health agency centers its service around one disease. Voluntary means people give their time without being paid. These centers give you information about the disease. A voluntary health agency may also send people to hospitals or doctors for treatment. Do you have questions about a disease or health problem? Call the voluntary health agency.

Here are some of the voluntary health agencies in your town:

- American Cancer Society
- American Heart Association
- Lung Association

MENTAL HEALTH CENTERS

Even if your body may look healthy, you may not be well. Your mind also needs to be healthy. Mental Health Centers have staff trained to help people solve their emotional problems.

ALCOHOL-DRUG ABUSE CENTERS

Many adults drink alcohol (al-co-hol). They see drinking as a legal and social right. Drinking can be a problem for some people. Misuse of alcohol can make you ill. It can lead to alcoholism (al-co-hol-ism). Alcoholism is a sickness. People who abuse (a-buse) alcohol are called alcoholics.

There are several alcohol abuse centers in town. Here are their names:

- ________ County Council on Alcoholism
- Alcoholics Anonymous
- Salvation Army

* Instructor may wish to adapt this information to include local agencies.

Drug abuse is another problem. It is not always noticed right away. The signs are often hidden by other health problems. Drug abuse centers help people with drug problems.

EMERGENCY SERVICES

Each community is ready to meet an emergency (e-mer-gen-cy). The emergency services help in a medical emergency. Call the emergency service when you cannot get to the doctor.

You can get emergency services from the:

- Police
- Fire Department
- Ambulance Service
- Hospital Emergency Room
- Rape Hot Line
- Crisis Line for Youth

Assignment:

Look up the address and phone of each agency below. What special health problem do they handle? Write it next to the name of the center. Show this to your instructor.

1. American Cancer Society
2. _______ County Mental Health Center
3. _______ County Council on Alcoholism
4. Emergency Police Ambulance
   Fire Hospital ER
   (Emergency Room)

Make A Choice

Match the number in column A with the correct letter in column B.

* COLUMN A	COLUMN B
1. Mercy Hospital	a. Supported by your taxes. Provides many services.
2. Champaign-Urbana Public Health District	b. Provides help to people with emotional or mental problems.
3. American Cancer Society	c. Service to call in emergency cases.
4. Champaign County Mental Health Center	d. A doctor who cares for babies and young children.
5. Americana Nursing Home	e. A doctor who treats skin problems.
6. Ambulance Service or Police	f. A place for the treatment of sick people.
7. Champaign County Council on Alcoholism	g. A voluntary agency that gives information about smoking and cancer causes.
8. Pediatrician	h. Cares for older people or those who cannot care for themselves.
9. General Practitioner	i. Helps people with drinking problems.
10. Dermatologist	j. A family doctor who treats most minor illnesses.

1. ______
2. ______
3. ______
4. ______
5. ______
6. ______
7. ______
8. ______
9. ______
10. ______

* Instructor may wish to devise an exercise of this type using the names of local agencies. This page is not included in the student version.

BIRTH CONTROL

BY SUE GARTON

pSs

PROJECT SURVIVAL SKILLS

Instructor's Guide

1. Match the word with its meaning.

B sperm

C egg

B fertilization

A. when egg & sperm join to form a new life.

B. male sex cell

C. Female sex cell

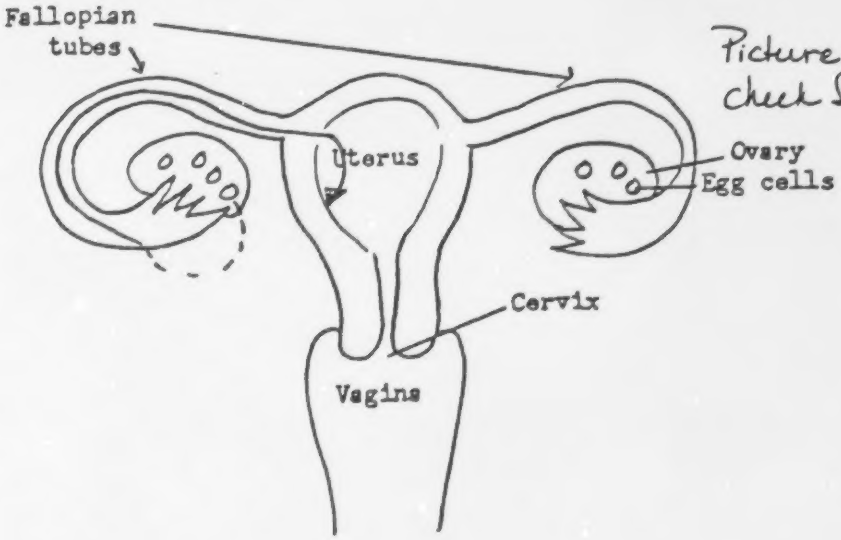
2. Write a sentence using the word fertilization.

Answer will vary
Check for correct spelling and
use of word

Each month, one egg cell leaves the ovary. This is called ovulation. The egg moves down the Fallopian tube to the uterus. Fertilization occurs if the egg meets a sperm while in the tube. If this happens, the egg hooks on the lining of the uterus. The woman is pregnant.

If the egg is not fertilized, it falls apart. About 2 weeks later it leaves the body during menstruation.

1. Mark the path of an egg from the ovary to the uterus.

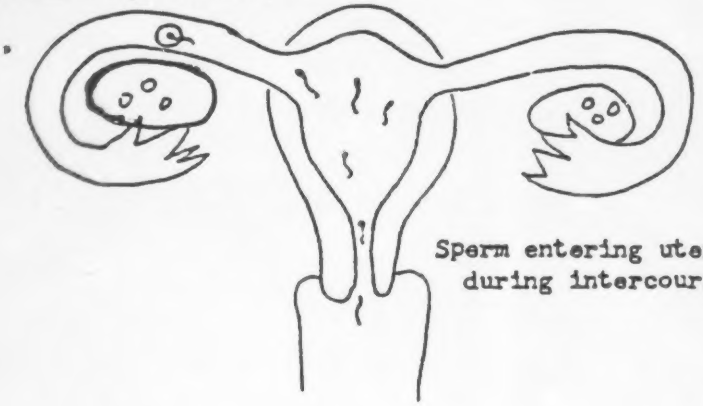

Fallopian tubes
Uterus
Ovary
Egg cells
Cervix
Vagina

Picture may vary but check for correct path

FERTILIZATION

During sexual intercourse, the man's penis is placed into the woman's vagina. At the climax. sperm leave the man's body. There are about 500 million of them. They swim into the uterus. Some go into the tubes. If one of these sperm meets a female egg, fertilization will occur.

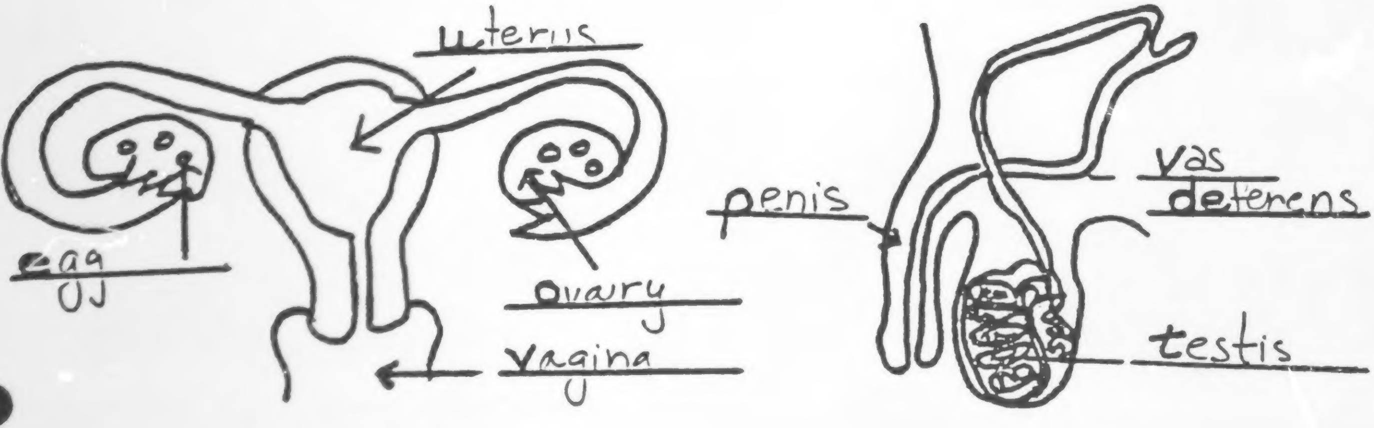
Egg cell & sperm unite in tube



Sperm entering uterus
during intercourse

REVIEW

Complete the name of the body part on the lines below.



uterus
egg
ovary
vagina
penis
vas deferens
testis

BIRTH CONTROL PILLS

Birth control pills contain hormones. They keep the egg cells in the ovary. They are not released. There is no egg for the sperm to join. Thus, pregnancy does not occur.

Birth control pills must be taken regularly. One pill does not prevent pregnancy. You must take one pill each day for a set number of days. There are different kinds of birth control pills. Some women take one kind, some another. A doctor needs to decide which one is best for you. To do this the doctor will give you a complete exam including a blood pressure check and ask many questions about your health. A breast exam should be done. A pap smear, a test for cancer of the cervix, should also be included. After checking these things, the doctor will decide if you can safely take the pill.

Some women cannot take birth control pills. It should not be used by women over 40. A woman with heart disease should not take the pill. Other factors are important, too. This is why you must see a doctor before taking the pill.

HOW EFFECTIVE IS IT?

The pill is an effective birth control method. Used correctly, it works 99% of the time.

ARE THERE SIDE EFFECTS?

Some women have side effects. They may feel sick. Some have headaches. Weight gain is common. The doctor should be called if these things happen.

HOW MUCH DO BIRTH CONTROL PILLS COST?

They cost about $2.50 each month. You should also be checked by a doctor once a year. This can be done by your own doctor. It can also be done at a clinic or at Planned Parenthood.

For many women, "the pill" is the easiest kind of birth control.

Teachers Note:

Missing even 1 pill can result in pregnancy. Women will still have their period when they take the pill.

REVIEW

Write T if the sentence is TRUE.
Write F if the sentence is FALSE.

T The "pill" is a very effective type of birth control.

F All women can take "the pill."

T Birth control pills may cause side effects in some women.

F Women over 40 can safely take birth control pills.

T Birth control pills must be taken regularly.

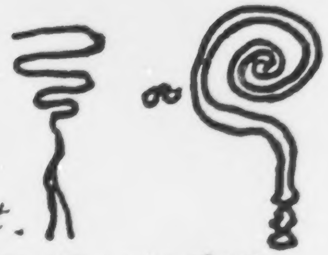
T You should be checked by a doctor before taking birth control pills.

T Birth control pills keep the egg from leaving the ovary.

IUD

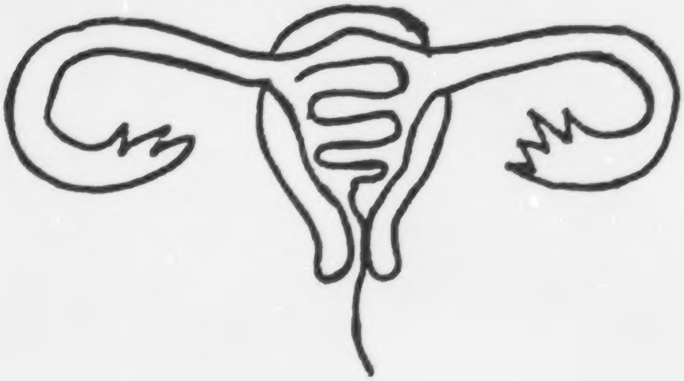
IUD means intra-uterine device

Most IUD's look like this



An IUD has a string on it.

The string hangs into the vagina when the IUD is in place.



The IUD is placed inside the uterus by a doctor. It remains in place until the doctor removes it. In the meantime, you should have yearly check-ups.

You cannot feel the IUD when it is in place. Before intercourse you should feel for the string in the vagina. This is to make certain the IUD is in place.

ARE THERE ANY SIDE EFFECTS?

Some women have cramps after the IUD is inserted. Some may have heavy bleeding during menstruation. These problems often decrease after 2-3 months.

HOW EFFECTIVE IS THE IUD?

The IUD is very effective. It works 98% of the time.

You might add some info. about the way an IUD is believed to prevent pregnancy.

REVIEW

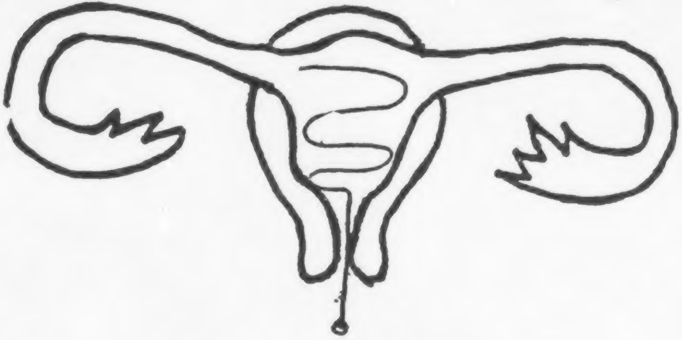
Answer these questions.

1. How effective is the IUD? Very effective (approx 98% effective)

2. Who must insert an IUD? Doctor

3. Draw an IUD in place.

SHAPE of IUD may vary



4. How can you tell if the IUD is not in place?

If you can feel it inside uterus OR
If string cannot be felt.

REVIEW

Three types of birth control are listed below.

BIRTH CONTROL PILLS

IUD

SPERMICIDES

1. Which type is 99% effective? Birth Control Pills

2. Which type is the least effective? Spermicides Alone
(When spermicide used with Condom 99% effective)

Write T if the sentence is TRUE.
Write F is the sentence is FALSE.

T The diaphragm must be fitted by a doctor.

F The diaphragm can be removed right after intercourse.

T The diaphragm is used with a spermicide.

T The diaphragm is inserted before intercourse. or at least 2 hours before intercourse. DO NOT insert prior to 2 hrs before.

Use these words to complete the sentences.

DIAPHRAGM

SPERMICIDE

CONDOM

A CONDOM is used by the man. It is one type of birth control. It works best if it is used with a SPERMICIDE, or sperm killer.

A DIAPHRAGM is a type of birth control. It is used by the woman. It, too, works best if used with a SPERMICIDE, or sperm killer.

RHYTHM

Rhythm is another method of birth control. It does not work as well as other methods.

Review pages 4 and 5.

A woman can become pregnant only when an egg is in the Fallopian tube. This occurs only 1-2 days each month.

Days of the menstrual cycle

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

Menstruation Ovulation

The woman will not get pregnant if she does not have intercourse near ovulation. Not having intercourse on these days is the rhythm method.

THERE IS A PROBLEM, HOWEVER. It is hard to know when the egg is released. (ovulation). It may happen on the 14th day. Or the 9th. Or the 20th. It may change each month.

Thus, to use rhythm you need to keep careful records. You need the advice of a doctor. You need will power. With these, some couples can make the rhythm method work. Without them, it does not work well. Many of these couples are now parents.

To THe Teacher:

I think you need to add that the length of a woman's cycle varies greatly and many women have cycles that are shorter or longer than 28 days.

Also, you might point out that there are other methods (like taking your basal body temp.) that help the woman know with more certainty when ovulation occurs. Then the rhythm method is more reliable.

REVIEW

Discuss the rhythm method with your teacher.

Point out the average number of days in menstrual cycle (28-30 days is average)

Point out that cycle begins on FIRST day of menstrual period.

Explain that ovulation occurs in ~~the~~ middle of cycle approx 14th day.

Ovulation is woman's most fertile time

(You may want to ask student questions regarding the above information.)

REVIEW

Use the words below to complete the sentences.

BIRTH CONTROL PILLS
SPERM
IUD
OVULATION
DIAPHRAGM
CONDOM
EGG
SPERMICIDE
RHYTHM

1. A **SPERMICIDE** kills the sperm.
2. A **SPERM** is the male sex cell.
3. The **DIAPHRAGM** and **CONDOM** should be used with a spermicide.
4. **THE B.C. PILL** should not be taken by women over 40.
5. A **CONDOM** is used by the man.
6. An **IUD** is placed in the uterus by a doctor.
7. **OVULATION** is when the egg leaves the ovary.
8. The female sex cell is the **EGG**.
9. **RHYTHM** means to avoid intercourse near ovulation.
10. A doctor needs to make sure a **DIAPHRAGM** fits correctly.

Discuss these questions with your teacher.

WHICH METHODS WORK BEST?

ANSWER MAY VARY - Pill or Spermicide with Condom

Take into account students preference. Some people do not take the pill for medical reason. In their case the IUD or DIAPHRAGM may be most effective.

WHICH METHODS ARE LEAST EFFECTIVE?

SPERMICIDE ALONE
RAYTHM.

PARENTING SKILLS

BY KATHLEEN A. RIZZO

pSs

PROJECT SURVIVAL SKILLS

Instructor's Guide

your child. Touching, cuddling, and holding help the baby to grow into a healthy person.

CHECK YOURSELF

1. What can a baby's crying tell a parent? List 2 things.

   a. ANY OF THE FOLLOWING: UNHAPPY, SLEEPY, ILL,

   b. CLEAN DIAPER, ATTENTION NEEDED

2 A baby's head is large in proportion to his body.

   Circle one: [✓ TRUE] FALSE

3. Why do you need to support a baby's head?

   BUMPING THE SOFT SPOT OR SHAKING THE BABY TOO MUCH CAN BE DANGEROUS. IT COULD CAUSE BRAIN DAMAGE.

4. An infant cannot move much. A baby's actions are called REFLEXES.

5. List 3 reflexes a baby has.

   a. SUCKING SNEEZING

   b. GRASPING YAWNING

   c. BLINKING

CHECK YOURSELF

1. List 2 tips on feeding. ANY OF FOLLOWING:

1. Let the baby play with forks and spoons.
Give new foods one at a time

2. Don't rush child to eat 3 meals a day
Give "finger food" Don't force child to eat
Let child feed him/herself Don't scold while eating

2. When can you begin to toilet train a child?

Your child must develop certain muscles before he/she can be toilet trained. This is usually around age 2.

3. List 2 tips on toilet training.

1. Let the child be the leader

2. Help your child along with smiles

Try to build up your child's Confidence.

Children are not born with self-control and proper manners. Children need to learn these things. Parents are closest to their children. Children spend the most time with parents. Parents must teach self-control and proper manners.

It is important to be consistent (con-sis-tent) when teaching your child. A parent needs to teach the same ideas. A parent should discipline (dis-ci-pline) the child in the same way. The child should know what his/her parent expects. A father and mother should work together to be consistent. Certain things should stay the same from day to day.

Look at this example:

> Jimmy is 2 years old. His mother tells him to keep his shoes off the sofa during the day. At times Jimmy tries to put his shoes on the sofa. His mother always corrects him. Then Jimmy's father comes home. Jimmy puts his shoes on the sofa. His dad does not say anything. Jimmy begins to see that he can get away with putting his shoes on the sofa when his father is home.

Do you see a problem with discipline here? ________________

What do you suggest? STUDENT ANSWER SHOULD REFLECT LACK OF CONSISTENCY BY PARENTS.

CHECK YOURSELF

1. Eating is a problem for preschool children. List two ways to help this.

a. ANY OF 8 ITEMS LISTED ON PAGE 9.

b.

2. Discuss what kinds of "snacks" would be healthy for your child. Your instructor can help give some ideas.

INSTRUCTOR COULD SUGGEST FRUIT, RAW VEGETABLES, GRANOLA, PEANUTS ETC. TRY TO RECCOMEND NON "JUNK" FOOD THAT WOULD BE APPEALING.

CHECK YOURSELF

True or False

F 1. Children don't get sick.

T 2. Children may get well quicker than adults.

T 3. Minor illnesses are part of childhood.

T 4. Vaccinations can protect your child from illness.

F 5. Vaccinations last a life-time.

T 6. Booster shots help to protect your child longer.

F 7. Vaccinations cure diseases.

F 8. A tetanus vaccination does not need a booster.

F 9. Your child should have a measles vaccination when he/she is 6 months old.

T 10. It is important to keep a record of your child's vaccinations.

CHECK YOURSELF

Safety Measures

A. List 5 ways you can protect your child from accidents.

1. ANY ITEMS LISTED ON PGS 15+16
2.
3.
4.
5.

B. How can toys cause injury to children?

TOYS CAN BE DANGEROUS IF THEY ARE NOT RELATED TO AGE OF THE CHILD.

UNIT REVIEW

I. Matching - Place letters from column B in front of numbers in column A.

	A	B
b	1. feeding	a. child between the ages of 1 and 3 years old
d	2. toilet training	b. best to serve small amounts to begin with
a	3. toddler	c. means same as immunization - shot given to protect child from disease
c	4. vaccination	d. time when child needs support from parents
e	5. booster shot	e. shot given to keep up the protection against a disease

II. True or False

T 1. Parents have the most influence on their young children.

T 2. Accidents are leading causes of harm to children.

F 3. Children do not need protection from disease.

T 4. Common sense can prevent many accidents.

F 5. Toilet training can be successful at any time.

III. Fill In

1. CRYING is how a baby let's you know he/she is unhappy.
2. Bumping a baby's soft spots - head can cause brain damage.
3. Babies feel secure if they hear their parents voice often.
4. Solid food teaches a child to chew.
5. Toilet training cannot begin until a child has some muscle control.
6. It is important for parents to be consistent when teaching their child.
7. Preschool children need a balanced diet.
8. Vaccinations protect your family and the community.
9. It is good to keep a record of your child's vaccinations.
10. Toys can be dangerous if they are not right for your child's age.

FIRST AID

BY SUE GARTON

pSs

PROJECT SURVIVAL SKILLS

475 *Instructor's Guide*

CALLING FOR HELP

First Aid is care given until trained help arrives. Therefore, calling for help is part of first aid.

Who would you call?

You may need an ambulance. The ambulance can take the person to a hospital. Ambulance drivers know first aid. They have life-saving supplies with them.

You may need to call a hospital. The emergency room is always open. Doctors there can help you. They can tell you what to do.

The fire station has a rescue truck. They could help you in some emergencies.

Get the phone book. Find Ambulance Service in the yellow pages. Find the one that you would use. Write the phone number below.

Ambulance

Hospital

Fire

Find Hospital in the yellow pages.
Find the hospital you would use.
Find the emergency room number
Write the number above.

Look in the front of the phone book.
Find the number for the fire department in your town.
Add the number above.

Ask your teacher to check your list. Then cut it out.
Take it home. Put it by your phone. It may save your life.

Teachers Note:

- mention calling operator if you can't get the above numbers or don't have time to call.

Also, mention reporting the address clearly.

WORDS TO REVIEW

IMMEDIATE - at once.
He needs immediate help.

EMERGENCY - sudden need for immediate action. A bleeding cut is an emergency.

INJURY - hurt; damage.
Mr. Jones received an injury when he fell.

AMBULANCE - a van that carries sick or injured people.
John went to the hospital in an Ambulance.

HOSPITAL - A place that cares for sick & injured people.
John was treated at the hospital.

Write the five words from above.

__________ __________

__________ __________

____

Use the words to complete the sentence below.

Mary suffered an INJURY when she fell. She
needed IMMEDIATE or EMERGENCY help. Her brother called the
AMBULANCE which took her to the HOSPITAL.
He knew what to do in an EMERGENCY.

Write the five words from page 3.

____________________ ____________________

____________________ ____________________

____

Use the words to complete the sentences below.

Mary suffered an INJURY *when she fell. She*

needed IMMEDIATE *help.*

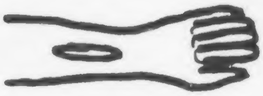
Her brother called the AMBULANCE *which*

took her to the HOSPITAL.

He knew what to do in an EMERGENCY.

FIRST AID FOR BLEEDING

You fell on a sharp rock. Your arm is bleeding. The cut is deep.



Show your teacher what you would do.

Apply pressure to wound
with clean, dry, cloth

SHOCK

Answer these questions.

1. When might someone suffer from shock?

Shock goes along with All Injury

2. How would you treat shock?

Have person lie down
Keep person warm
Keep person Calm.

BURNS

How would you treat a mild burn?

Cover burn with cool water
Pat dry
Cover with steril dressing

Describe a severe burn.

Severe burns damage the skin

What first aid would you give for a severe burn?

Cover burn with clean cloth
Treat for shock
Get medical help

FRACTURES

Answer these questions:

1. *Describe first aid for a broken bone.*

Do not move person

Keep person warm

Call for help

2. *Why should you not move the person unless necessary?*

Movement might cause further damage to bone or surrounding tissue

RESCUE BREATHING

See if you can repeat the steps for rescue breathing.

Write them on the next page. Compare them with page 14.

If you would like to practice rescue breathing, ask for "Roscoe." The teacher will help you practice on him.

Teachers Note:

CPR training can be obtained through the local chapter of the Heart Association or YMCA, YWCA, or Red Cross.

RESCUE BREATHING

1. Place victim on back
   Check breathing & pulse

2. 4 quick breaths to clear airway
   Clear mouth of debris

3. Tilt head back to open airway

4. Lift lower jaw forward

5. Pinch nose or seal mouth

6. Open your mouth wide, seal your mouth over victims. Blow into victims mouth

7. Listen for exhalation

Repeat Procedure - till breathing back to normal

REVIEW

1. Match the injury with the correct First Aid.

D *mild burn*

B *fracture*

E *bleeding*

C *severe burn*

A *Shock*

*A. Have person lie down.
Keep him warm.*

*B. Support, prevent further injury.
Do not move unless necessary.*

*C. Cover with clean cloth.
Treat for shock. Get help immediately.*

*D. Place in cool water for 5 minutes. Dry.
Apply sterile dressing.*

E. Apply firm pressure.

2. Describe rescue breathing.

(See pg. 14)

NUTRITION

KATHLEEN A. RIZZO

pSs

PROJECT SURVIVAL SKILLS

Instructor's Guide

CHOOSE THE RIGHT AMOUNT

You must be able to choose the right amount of food to use the Four Basic Food Groups. Look at this example. You go to a restaurant. The menu reads 8 oz. T-bone steak...$5.95. On the last page you read that a person only needs 2 servings of meat. You also read that a serving is only 2 to 3 ounces. An 8 oz. steak would be enough to cover both servings with a few ounces left over. Make sure you look at the food groups and the amounts. You need to consider both for a well balanced diet.

Answer the following questions about serving sizes. Example--Milk Group--1 serving would be 1 cup yogurt. Examples:

Bread and Cereal Group--1 serving would be 1 slice bread.
Fruit and Vegetable Group--1 serving would be 1/2 c. cooked vegetable
Milk and Dairy Products--1 serving would be 1 1/2 oz cheese.
Meat, Fish and Poultry--1 serving would be 2-3 oz. fish.

Tell how many servings of each group you need daily.

Milk and Dairy Products Group 2 servings daily.
Fruit and Vegetable Group 4 servings daily.
Meat, Fish and Poultry Group 2 servings daily.
Bread and Cereal Group 4 servings daily.

Write down everything you ate yesterday. Next to what you ate write which food group it belongs to.

Example: Ham sandwich--Meat Group, Bread and Cereal Group

Glass chocolate milk--Dairy Products Group

Did you have a balanced diet? What foods should you have more or less of?

Plan a menu for one day. Write down which items you would serve.

Make sure you include the right number of items from each Basic Food Group.

BREAKFAST

Answers will vary. Check for the right number of items from each Basic Food Group.

LUNCH

DINNER

NUTRIENTS

A nutrient is a chemical found in a food. It supplies nourishment (nour-ish-ment) to the body after the food is digested (di-gest-ed).

All foods contain nutrients. There are six common nutrients. The first three are:

carbohydrates

fats

proteins

These nutrients supply energy to the body.

vitamins

minerals

water

These nutrients help control how the body uses the food we eat.

Things to Recall:

Nutrients

1. What is a nutrient?

A nutrient is a chemical found in food that supplies nourishment to the body.

2. List the 6 common nutrients

1 carbohydrates	4 vitamins
2 fats	5 minerals
3 proteins	6 water

3. Which nutrients give you energy? List all three.

1. carbohydrates
2. fats
3. proteins.

FATS

Fats supply energy, add flavor, and make food taste better. Fats serve other purposes in the body. They carry some vitamins to the cells. Fats help make other elements ready for use by the body.

Fat protects our organs. The heart, liver, and other organs are surrounded by fat. It cushions the organs and keeps them in place.

Fat also protects the body from high or low temperatures. A thin layer is under the skin. It is all we need for protection.

Here are some high fat foods:

-butter, margarine, shortening, salad-oil, mayonnaise

-nuts, bacon, pork, beef and other high fat meats.

Carbohydrates, Proteins, Fats

Fill in the blank with the following words.

Words

energy

temperature

skin and nails

sugar

vitamins

1. Carbohydrates are a major source of Energy in the diet. They are starches and sugars.
2. Protein helps build muscles, bones, skin and nails. Protein is a very important nutrient for the body.
3. Fats supply energy. It also helps carry vitamins to the body. It protects the body from any changes in temperature.

List three foods for each group. Any 3 foods listed on pgs 9 and 10.

Carbohydrates

Proteins

Fats

Remember the other three nutrients we mentioned earlier? vitamins, minerals, water... Now we will look at their part in nutrition.

VITAMINS

There are many vitamins. Different foods have different vitamins. They are in certain amounts. This is why eating a balanced diet is important.

A few vitamins are of great importance. Learn what they are and which foods supply them.

Vitamin A--This vitamin is needed for growing skin, bones, and teeth. It also helps your vision.

Foods with vitamin A:

- liver, kidney, eggs
- dark green & dark yellow vegetables like carrots, spinach, and mustard greens

B-Vitamins--The best known B-vitamins are these:

thiamin (B_1)
riboflavin (B_2)
niacin

Look at the label below. Answer the following questions on R.D.A.

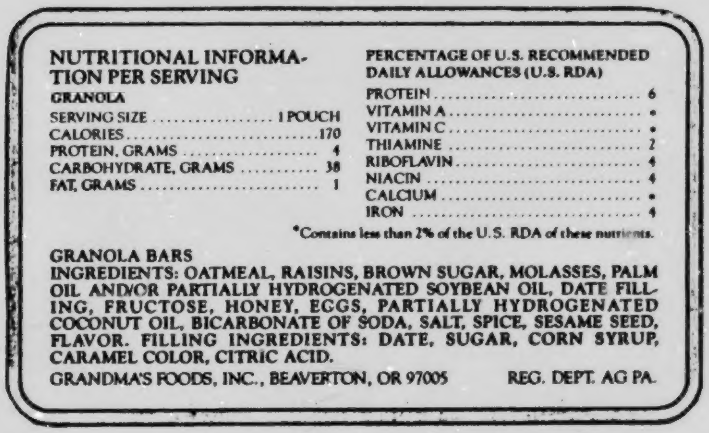
How many calories are in this product? 170

How much protein is in this product? 4 GRAMS

How much Vitamin C is in this product? LESS THAN 2%

How much calcium is in this product? LESS THAN 2%

How much iron is in this product? 4%



NUTRITIONAL INFORMATION PER SERVING

GRANOLA

SERVING SIZE	1 POUCH
CALORIES	170
PROTEIN, GRAMS	4
CARBOHYDRATE, GRAMS	38
FAT, GRAMS	1

PERCENTAGE OF U.S. RECOMMENDED DAILY ALLOWANCES (U.S. RDA)

PROTEIN	6
VITAMIN A	*
VITAMIN C	*
THIAMINE	2
RIBOFLAVIN	4
NIACIN	4
CALCIUM	*
IRON	4

*Contains less than 2% of the U.S. RDA of these nutrients.

GRANOLA BARS

INGREDIENTS: OATMEAL, RAISINS, BROWN SUGAR, MOLASSES, PALM OIL AND/OR PARTIALLY HYDROGENATED SOYBEAN OIL, DATE FILLING, FRUCTOSE, HONEY, EGGS, PARTIALLY HYDROGENATED COCONUT OIL, BICARBONATE OF SODA, SALT, SPICE, SESAME SEED, FLAVOR. FILLING INGREDIENTS: DATE, SUGAR, CORN SYRUP, CARAMEL COLOR, CITRIC ACID.

GRANDMA'S FOODS, INC., BEAVERTON, OR 97005 REG. DEPT. AG PA.

How do you know how many calories are in the food you eat? Any bookstore carries small books that are often called Calorie Counters. These books list many foods. The books tell how many calories are in the foods we eat.

How many calories should you have? This is different for every person. The number of calories you need depends on how tall you are, how large your frame is, and how much exercise you get everyday. A tall man who works building houses would need a lot more calories a day than a smaller man who worked at a desk most of the time.

Many of the books that list the numbers of calories in food also have a chart in them. This chart tells how many calories you should have for your body size. Your doctor can also tell you exactly how many calories are right for you.

What is a calorie?

A calorie is a measure of energy.
Calories are released when you eat food.

Why do we need calories?

Calories supply the body with
energy. The body needs energy
to do anything.

REVIEW FOR NUTRITION

I. Vocabulary

Match each word in column A with the correct phrase in column B (each choice is used only one time).

COLUMN A

C 1. Nutrition

G 2. Calorie

A 3. Carbohydrate

F 4. Protein

H 5. Fat

B 6. Vitamin A

E 7. Mineral

J 8. BASIC FOOD GROUPS

D 9. Water

I 10. U.S. RDA

COLUMN B

A. the sugars and starches found in cereal, grains, fruits & vegetables.

B. vitamin needed for healthy growth of skin, bones and teeth; also important for good vision.

C. how the body uses the food you eat.

D. most important nutrient for your body.

E. help speed up reactions in body. Iron is one of these.

F. important nutrient; helps build muscles, bones, skin, blood & nails

G. a measure of energy found in food.

H. nutrient that protects organs of the body like liver, kidneys; acts as a cushion.

I. the amount of a vitamin or nutrient you need daily set up by the government.

J. milk, meats, fruit & vegetables, bread and cereal

II. TRUE OR FALSE

Write T for true; F for false.

F 1. The Four Basic Food Groups are Meat, Milk Products, Fruits, and Vegetables.

T 2. Water is a very important nutrient.

F 3. Empty calorie foods are good for you.

T 4. Eating three meals each day is good for your health.

T 5. The number of calories you need depends on how active you are.

III. FILL-IN

1. List the Four Basic Food Groups.

Milk + Dairy Products   Fruits and Vegetables
Meat, Fish, and Poultry   Breads and Cereals

2. Place each of the following foods in the correct food group. Write the name of the group beside each food listed below.

carrots fruit and vegetable   milk milk and dairy
chicken meat, fish and poultry   peanut butter meat
eggs meat, fish and poultry   apple fruit and vegetable
lettuce fruit and vegetable   corn flakes bread and cereal

3. List three items found on the nutrition label of a product Any of following.

- size of serving   - amount of protein, carbohydrate
- # of servings   and fat
- # of calories   - % of protein and 7 other vitamins or minerals

INSTRUCTOR'S GUIDE

for

GOVERNMENT AND LAW UNITS

Law
Crimes
Federal Government
State and Local Government
Voting
Getting a Driver's License

GOVERNMENT AND LAW UNITS

TO THE TEACHER:

This is an introduction for the Government and Law units included in Project Survival Skills. There are five units in this segment of the curriculum. They are:

1) Law
2) Crimes
3) Federal Government
4) State and Local Government
5) Voting

The units listed range from 4th to 5th grade reading level. However, there are many terms introduced that are more difficult than the stated level. As a consequence these units should be used with a maximum amount of student - teacher interaction. Students may also benefit more by working in small groups instead of individually on these units.

The purpose of the PSS Government and Law units is basically an introductory one. Most A.B.E. students have a limited understanding of the legal system or government operations. They see pieces on the television or hear items on the radio but usually don't understand how any of it fits together. The goal here is to give the student information to help to put the pieces together. Although it is impossible for almost anyone to understand the complex legal system it is hoped that PSS will provide students with a beginning. In the unit "Law" the purpose is to acquaint students with the reason for laws, the two different kinds of law that exist, and where laws are made. The unit "Crimes" was developed at the request of a group of A.B.E. students at the Urbana Adult Education Center. The purpose is simply to explain how certain crimes are defined and what circumstances are necessary for a given action to be a crime. The units "Federal Government" and "State and Local Government" are designed to acquaint students with the different levels of government, the function of the different branches of government and some of the key people who hold office in government. "Federal Government" also attempts to acquaint students with the Constitution and their rights as citizens. Finally the unit "Voting" was developed to show students that how they can have input into government and that voting or registering to do so is not an impossible task.

Again these units are an introduction. They may serve as a starting off point for your class. All of these units can be expanded upon. Following this introduction you will find a Bibliography and a list of Local Resources. The Bibliography contains a number of current publications that can expand the information given in PSS units and suggest many activities for use with your class. The list of Local Resources is included to suggest individuals or groups in the community who may provide valuable insight through guest speakers, films, local publications and field trips.

After using the PSS units any comments or suggestions to the Urbana PSS staff would be most appreciated.

LOCAL RESOURCES

The following is a list of resources which can probably be found and utilized in most communities. Most of them can provide such things as materials,guest speakers or films. Other possible services are noted.

Legal Aid Society or State's Attorneys Office

League of Women Voters

Probation Office

Police Department
  May be able to set up police-ride-alongs or bring in displays such as weapons or illegal drugs. May also set up a tour of the city or county jail.

County Clerk's Office
  Will be able to assist you in setting up a trip to see court in session.

County Chairman/Chairwoman of either party
  Good source for sample ballots, materials used in campaign.

Law school of any nearby college or university.
  May provide answers to difficult legal questions or review materials.

Consumer Services Group

Landlord Tenant Association

Local Chapter of the American Civil Liberties Union

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Here you will find a number of books that you may wish to examine. Approximate reading levels have been listed. The Gunning Readability formula was used.

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Prepared By,
Lynn Schmidt
Curriculum Developer
Urbana Adult Education Center

LAW

C RT OF JUS ICE

by Helen Smith

Instructor's Guide

BY LINDA E. SCHMIDT

pSs

PROJECT SURVIVAL SKILLS

WHAT IS LAW?

What is a law? Law is a word we hear every day. Did you ever stop to think what it really means? Think about it now. On the lines below write a sentence telling what law means to you.

Each student will respond diffeiently.

Law means many things. Probably what you wrote is part of what law means. Law has to do with a set of rules. It tells what you can do and what you are not supposed to do. These rules are usually set up for a certain group of people. For example, in America we all must obey the laws of the U.S. government. There is almost always some kind of punishment for not obeying the law.

Write a sentence that tells about a law you know of.

Each student will respond differently.

Did you have trouble thinking of an example? Sometimes we don't see how often law is in our daily life.

Read the following story. Every time you think the law is involved put a check mark on a piece of scratch paper.

"My Morning"

I got up this morning and had to decide what to wear①. Then I brushed my teeth with the newest toothpaste②. I drank orange juice③ and coffee④ for breakfast. I also listened to the radio⑤. I opened the door to let my dogs out for their morning run⑥. While I was at the door, I got my mail⑦. I had a lot of bills and some papers⑧ telling about land for sale. There was also a stamp with my name on it in the mail. With the stamp was a letter⑨ asking for $2.00. After reading the mail, I washed the dishes. There wasn't enough water⑩ pressure so I called city⑪ hall.

① laws against nudity
② PFDA
③ PFDA
④ import controls
⑤ federal licensing
⑥ local licensing and fencing laws
⑦ federal postal laws
⑧ contract law, truth in lending, fraudulent use of the mail
⑨ law on unsolicited merchandise
⑩ municipal services law
⑪ regulation of public utilities

Adapted from *The Rights and Responsibilities of Citizenship in a Free Society* The Missouri Bar Advisory Committee on Citizenship Education.

How many check marks did you make? Now go get your instructor and ask him/her to tell you just how many times the law was in the story. You will probably be surprised.

Did you see from the story how law makes our lives organized? Can you imagine what life would be like without laws? Think about a basketball game or a baseball game. What would those games be like if there were no rules? What do you think would happen if we had no laws? Try to write a few sentences that tell what you think would happen.

Hopefully student response will
reflect some kind of chaos. The
message should be "It doesn't work!"

Now you have seen how much law is in your daily life. You will want to know also that there are different kinds of laws. In the next section you will find out about civil (CIV·IL) and criminal (CRIM·I·NAL) law.

Answer the following True-False questions. They are about the differences between civil and criminal law.

false 1. A person who breaks a civil law is arrested.

true 2. There is a defendant in civil cases and in criminal cases.

true 3. Breaking a criminal law can get a person put in jail.

true 4. An indictment is usually done by the State's Attorneys office.

false 5. Anyone who goes to court gets a jury trial.

true 6. Often in a civil case the judge orders someone not to do something.

false 7. In a criminal case the defendant is given a judgment.

false 8. A felony is a crime that carries a jail sentence of less than one year.

false 9. The only sentence in a criminal case is going to jail.

true 10. People or businesses can be sued in a civil case.

Fill in the missing words in the following sentences.

1. When a person is arrested he/she is taken into custody by the police.

2. A charge against a person or business is called a complaint in civil law.

3. A misdemeanor is a crime that carries a jail sentence of less than one year.

4. There is no jury in civil court. The judge usually decides the case.

5. People on a jury are usually registered voters.

6. The punishment for someone convicted of a crime can be jail, probation, or fine.

7. An indictment is the name for the formal charges against someone in a criminal case.

8. The defendant is the person accused of a crime.

9. The plaintiff makes the complaint in a civil case.

10. In a jury trial ten people decide if the defendant is innocent or guilty.

Now you know something about the differences between civil and criminal law. Look at the short example below. After each story is a blank line. Write if the story shows an example of civil law or of criminal law.

1) John goes to a party on Saturday night. When he comes home his stereo is gone. The woman next door says that Tom Smith took it. John knows him. John goes to his house but Tom won't let him in. John sees his stereo behind the door. This is a Criminal law case.

2) Ann and Ed have been married for three years. They want a divorce. They also have a little boy named Danny. Both want Danny to live with the other one. This is a civil law case.

3) Mary is going to visit her boyfriend Joe in another town. The police stop her for speeding. They also search the car. The police find a large amount of marijuana. This is a Criminal law case.

4) Jean rents an apartment from Mr. Black. After one month the toilet stops working. Jean calls Mr. Black and nothing is fixed for two weeks. Jean doesn't pay her rent. This is a Civil law case.

WHERE LAWS ARE MADE

Now you have learned about what law is. Also you know about the two different kinds of law. The last thing we will look at is where laws are made. Laws come from four places. They come from the Constitution, the legislature, the courts and the agencies. We will look at each one below.

CONSTITUTION (con-sti-tu-tion)

The Constitution is where all laws come from in the United States. The Constitution was written around 1789 when the country started. It said what rights tht people should have and what kinds of laws should be made. Any laws we make cannot go against what is said in the Constitution. The Constitution also outlines how laws are to be made. The U.S. Constitution explains these things for the whole country.

Each state also has a constitution of its own. Illinois has a constitution. It tells what kinds of laws will be made in Illinois. It also tells how these laws will be made.

The Constitution gives much of the power to make laws to the legislature (leg-is-la-ture). We will look at the legislature next.

Answer the following questions on "Where Laws Are Made."

List four places where laws come from.

a. Constitution
b. Legislature
c. Angencies
d. Courts

The Constitution tells three things about laws. Name these three things.

a. what rights people have
b.. what laws will be made
c. how laws will be made

True - False

True ______ Every state in America has its own Constitution.

False ______ The Constitution gives much of the power to make laws to the President.

LEGISLATURE (leg-is-la-ture)

The legislature is the lawmaking branch of government. The Congress is the federal legislature in Washington, D.C. It has members from all fifty states. The Congress makes laws for the whole country. There is also a state legislature. In Illinois it is in Springfield. The State legislature here is called the General Assembly. The General Assembly makes laws for the State of Illinois. These laws are sometimes called statutes. Finally there is a kind of local legislature. In Champaign-Urbana the county board or city council are kinds of local legislatures. The members of these boards pass laws for people who live in a certain county or city. Local laws are sometimes called ordinances (or-di-nance).

In any legislature laws are passed in about the same way. The people in the legislature try to find out what citizens want. In the federal legislature the issue may be that people want to pay less tax. In the state legislature people may want the punishment for some crimes changes. In the local legislature people may want a new road built. The people in the legislature find out what people want in two ways. The first way legislators find out what people want is by asking them. This may be done by calling on the phone or ending mail that asks question. The second way legislators find t what people want is by people telling them. People can write letters call legislators. This will let the legislators know what they wan 's say you live near a very busy street. Sometimes there is a lot

Answer the following questions on "Laws Made in the Legislature".

Write True or False for the statements below.

1. false Legislative laws must be passed in Washington D.C.
2. false Everyday people should not try to get in touch with their legislators.
3. false The county board is a kind of state legislature.
4. true The people in the legislature are interested in what citizens want.
5. true Congress makes laws for the whole country.

Fill in the blanks with the correct word in the sentences below.

1. Local laws are sometimes called ordinances.
2. The General Assembly makes laws for the State of Illinois.
3. A majority vote is needed to put an act into law.
4. People can write or call legislators to let them know what they want.
5. The legislature is the lawmaking branch of government.

You have now read about two more places laws are made. Besides the legislature laws are also made in court and in agencies. Answer the questions on the next page about the courts and agencies.

Answer the following questions on "Laws Made in the Courts and in Agencies."

Match the word on the left with its correct definition on the right.

c 1. agency

e 2. Supreme Court

a 3. court decision

b 4. School Board

d 5. precedent

a) may change the law or keep it the same.

b) example of a local agency

c) are at the federal, state, and local level.

d) sets an example

e) decisions become the law of the land.

How are agencies set up.

Government agencies are set up by the Constitution or by the legislature.

What do agencies do?

Agencies deal with specific problems such as taxes, welfare, or transportation.

How does a court decision affect the law?

A court decision sets a precedent for other court cases.

REVIEW

Below is a list of words in this unit. Use these words to fill in the blanks in the problem below.

criminal
civil
defendant
plaintiff
small claims
damages
guilty
prosecutor
misdemeanor

Problem: Al swears at Bob and calls Bob's girlfriend a dirty name. Bob slugs Al in the face and breaks his jaw. Al sues Bob for his doctor and hospital bills.

1. This is a civil type of case.
2. Al is the plaintiff.
3. Bob is the defendant.
4. This case will probably be decided in small claims court.
5. The judge can award money called damages to Al if the judge decides Bob is at fault.

Problems: There is a district attorney where Al lives. The district attorney charges Bob with assault and battery. The punishment for assault and battery is a fine, going to jail or both.

6. This is a Criminal type of case.
7. The district attorney is the prosecutor.
8. Bob is the defendant.
9. The punishment for assault and battery is up to six months in jail. This would be considered a misdemeanor.
10. To convict Bob, the district attorney must prove he is guilty.

Decide if the following statements are True or False.

false 1. There are three kinds of law.

false 2. A person can go to jail for breaking a civil law.

true 3. Formal charges in a criminal case are called an indictment.

true 4. Both civil and criminal cases involve a defendant.

false 5. A misdemeanor is more serious than a felony.

true 6. Anyone accused of a crime has a right to a jury trial.

true 7. The General Assembly makes laws for the State of Illinois.

true 8. Legislators want to hear from the people.

true 9. A Supreme Court decision becomes the law of the land.

false 10. Agencies help the legislators to pass laws.

Answer the following questions. You can do this by writing the answers down or discussing the answers with your teacher.

1. Explain why we need law.

Law is needed to keep people organized and protected. Without law there could be no order.

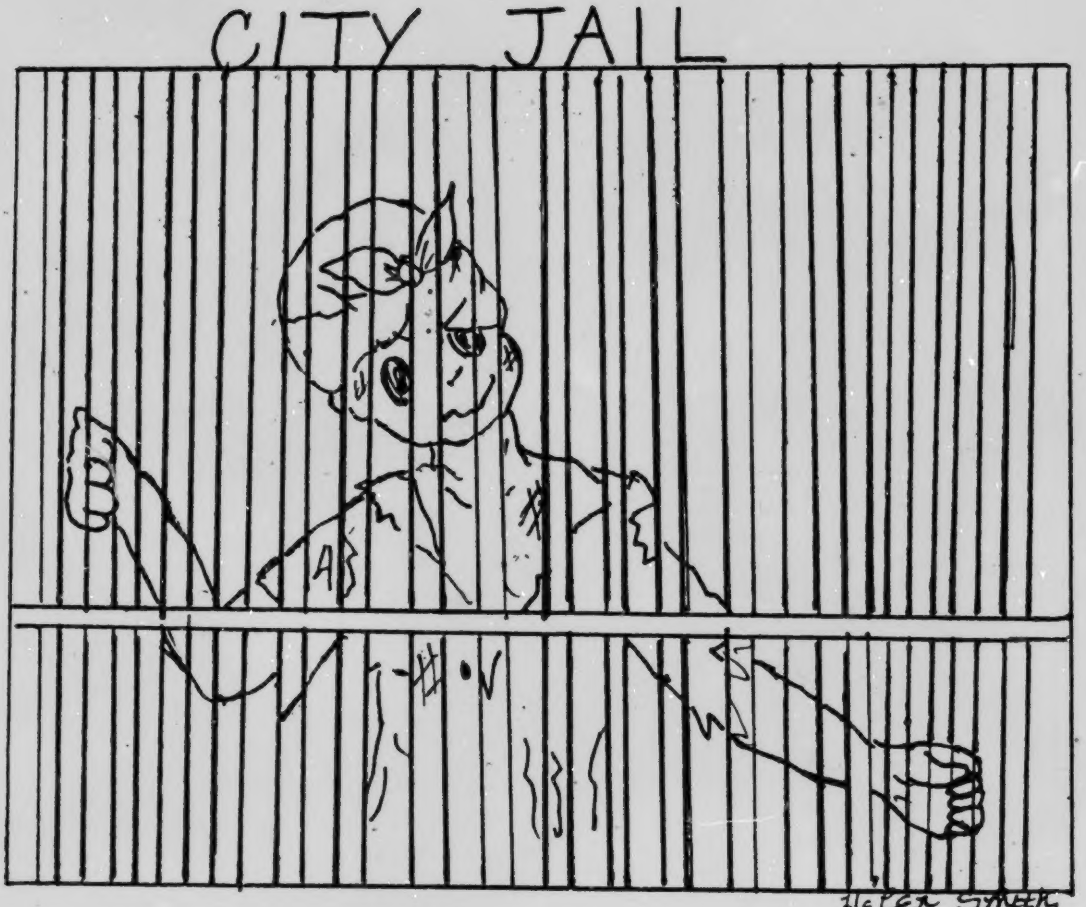
2. Name 3 places laws are made.

a) legislatures
b) courts
c) agencies

3. Make up your own civil law case. Tell what happened and who did what.

Case should reflect student's understanding of the difference between civil and criminal law. Ex.- In a civil case no one would go to jail.

CRIMES


CITY JAIL
AB

Instructor's Guide

BY LINDA E. SCHMIDT

PSS

PROJECT SURVIVAL SKILLS

Another word for murder is homicide. There are many different kinds of murder. If someone hit a child with a car and the child dies the person could be guilty of negligent homicide. This is an example of murder that was an accident. What about murders that are not accidents? Let's look at the following stories.

John comes home from work one night. He finds his wife in bed with Tom, a man he works with. He gets very angry. The next morning he goes to work and waits for Tom. When Tom gets out of his car John shoots him to death. John can be charged with 1st degree murder (since he thought about it overnight).

Dave and Jack are in a bar. Dave says Jack owes him money. They had a bet on a football game and Jack lost. Jack says he never made a bet. Dave calls him a liar. Jack hits him and a fight starts. Dave grabs a beer bottle and hits Jack on the head. Jack dies instantly. Dave can be charged with involuntary manslaughter

Sue and Dan need money. They decide to hold up a small grocery store. Dan has a gun. The owner of the store refuses to give Sue and Dan the money. Dan shoots and kills him. Dan can be charged with felony murder. She can be charged with felony murder.

If a woman is raped it is very important that she call the police. Also she must be looked at by a doctor. Often women are raped because someone threatens them with a weapon.

Ann is 14 years old. She goes out with Jim. Jim is twenty. After the movie Ann and Jim go to a motel. Ann agrees to have sex with Jim. Jim can be charged with statutory rape.

Trying to hurt someone is called assault.
If you really do hurt them the crime is battery.
Look at the following situations to see if a crime is committed.

Dale and Nancy are arguing. Dale says Nancy spends too much money. He says if she doesn't stop it he will throw her out of the house. Is Dale guilty of a crime? No - he could not really do it
Could he really do it? No.

Donna is going out with Scott. Scott used to go steady with Alice but they broke up. Donna sees Alice in a department store one day. Alice tells Donna that she will beat her up if she doesn't stop seeing Scott. Alice is much bigger than Donna and really scares her. Is Alice guilty of a crime? Yes. If so, which one? assault.

Ray and Tom break into a house to try to steal some money. The owner wakes up and tries to stop them. Ray and Tom beat him up with a baseball bat. What crime have they committed?
aggravated battery

Taking something that belongs to someone else is called a property crime. There are different kinds of this crime. Read the following stories. Try to decide what crime has occurred.

Mary knows that Dan has gone out of town for the weekend. She also knows that Dan has a very nice stereo and color television. Late Friday night she breaks a window to get in the house. She takes Dan's stereo and T.V. Mary can be charged with burglary.

Ruth finds a social security check on the sidewalk. The check is for $84.37 and she could use some extra cash. Ruth takes the check to the grocery store to try and cash it. She signs the name on the front of the check. The clerk asks for some identification but Ruth doesn't have any. Ruth can be charged with forgery.

Tom works at the West Park Bank as a teller. Everyday he takes $10.00 and covers it up by changing the numbers on his balance sheet. If the people at the bank find out, Tom could be charged with embezzlement.

Sam and Dick play ball together. One night Dick leaves his wallet in a locker he shares with Sam. The wallet has $150.00 in it. Sam takes the money. Sam could be charged with grand larceny

Don is having money problems. He cannot pay his house payment. He decides to burn his house down. Then he can get insurance money. Don could be charged with arson.

Disturbing the peace is also called disorderly conduct There are many different things a person could to to be charged with this crime. Let's look at some of the following examples.

Bob and his friends have just won the high school football game. They all go to a neighborhood where the kids from the loosing team hang out. Bob and his friends want to rub it in that they won. The police are afraid that there may be a fight. They tell Bob and his friends to move away from the street they're waiting on. The winning team refuses. Could they be charged with a crime? Yes If you said yes, which crime would they be charged with? disorderly conduct disturbing the peace

Ed wants to have a party. It's his 21st birthday. He invites all his friends and they are all having a great time. Ed and his friends are making so much noise that his neighbors call the police. Ed tells the police that he doesn't have to keep the party quiet. He says it is his house and he can do anything in it that he wants. Is Ed right? No What might Ed be charged with? disturbing the peace or disorderly conduct

It is against federal and state laws to possess or sell certain drugs.

Write down what could happen to a person for possessing marijuana. This is the first time they have been convicted.

Up to one year in jail and/or $5,000.00 fine

Write down what could happen to a person for selling L.S.D. This is the second time the person has been convicted.

Up to 10 years in jail and $30,000.00 fine

REVIEW

Answer the following questions to see what you have remembered.

1. Match the word with its meaning.

a. 3 rape

b. 4 disturbing the peace

c. 1 homicide

d. 2 property crime

1. killing another person
2. taking something that belongs to someone else
3. forcing a woman to have sex
4. pushing or shoving another person

2. Decide if the following people have broken a criminal law. Write yes or no in the blank.

a. No Dan tells Mary she is ugly.

b. No Mary slaps Dan for being so nasty. (unless she really hurts him)

c. Yes Dan takes Mary's money by grabbing her purse.

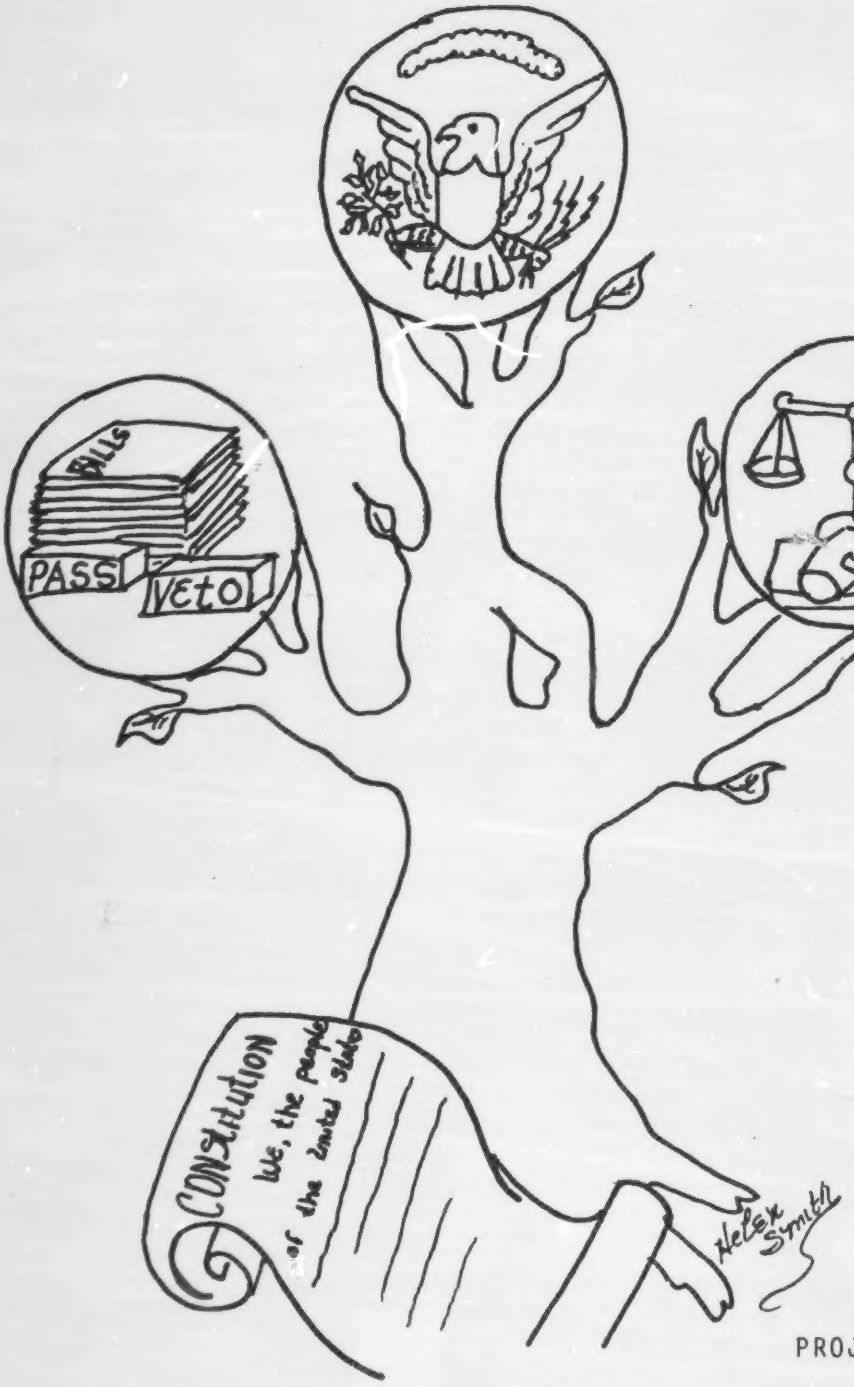
d. Yes Dan and Mary yell at each other so loudly the neighbors call the police.

c. Yes Mary shoots and kills Dan.

3. You have read many cases in the unit. Now you make one up. First explain the case to your instructor and then tell what crime was committed.

FEDERAL GOVERNMENT

Instructor's Guide


BILLS
PASS
VETO
CONSTITUTION
We, the people of the United States
Helen Smith

pSs

PROJECT SURVIVAL SKILLS

BY LINDA E. SCHMIDT

Fill in the blank with the correct word.

1. There are 26 amendments to the Constitution.

2. There are three branches of government: the executive, the legislative, and the judicial.

3. There are three levels of government: federal, state, and local.

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Match the words on the left with the statements on the right.

1. c Constitution
2. b Bill of Rights
3. a illegally
4. e testify
5. d amendment

a. Doing something against the law

b. Rights we are guaranteed by the Constitution

c. Tells us what rights people have and what laws can be made

d. A change in the Constitution

e. To give details of a crime or confess to a crime

Answer the following questions.

1. Which right in the Bill of Rights do you feel is most important?

2. Why do you feel it is the most important?

Answers to these two questions will vary with each student. Look for an understanding of what the right is about. You may also want to ask what the student would or could do if that right were denied.

Answer the following True-False questions. They are about the Bill of Rights.

1. true Citizens are guaranteed the right of free speech.
2. false The government can force you to let people in the army live in your home.
3. false The police may not search your home or belongings without a search warrant.
4. true A person cannot be given "cruel and unusual punishment" for a crime committed.
5. false A person must always give details of a crime or confess.
6. false People may not have guns for any reason.
7. true Courts must tell people accused of a crime what they are charged with.
8. true People may have some rights that are not listed in the Constitution.
9. false Only a few people may have a trial by jury.
10. true Certain laws are left up to the states or the people.

Fill in the blanks with the correct words.

1. All people born in the United States are citizens.

2. Legal voting age is 18 years old.

3. No person can be forced to be a slave.

4. A citizen cannot be held by the police unless he/she is charged with a crime.

Answer the following questions.

1. What is the job of the executive branch?

The job of the executive branch is to execute or carry out the laws.

2. Who heads the executive branch?

The President heads the executive branch with the help of the Vice President.

3. List some of the groups that help the President.

Groups that help the President are the Cabinet, the Executive Office of the President, and the Independent Regulatary Agencies.

12. Provide for setting up rules and weapons for the armed forces.

The Constitution says Congress can pass laws in the above twelve areas. This really doesn't seem like much, does it? Well, the Constitution also gives Congress another power. It says that Congress can make any laws needed to carry out the twelve items we just talked about. Did you notice the word "tax" in any of those twelve items? How can you set up an army with no money? Tax is an example of a law Congress can make to carry out the twelve items listed. Can you thing of any other examples? Do you know of federal laws that are not listed?

This question is asking a student to think about laws. The examples a student thinks of may or may not be a federal law. You may have to provide some examples. A newspaper may be a good source to find out what bills Congress is working on and how they fit in as specific or enumerated powers.

Fill in the blanks in the following statements with the right words.

1. Congress is set up to make laws.
2. There are 12 areas Congress can make laws about.
3. There are two parts to Congress: the Senate and the House of Representatives
4. Every state elects 2 Senators from their state.
5. The number of representatives from a state depends on how many people live in that state.
6. We have two houses in the Congress so that Congress cannot become too powerful.
7. A law cannot become a law unless it is approved by both houses of Congress
8. Write the 5 steps involved in a bill becoming a law.
    a. A bill is introduced.
    b. A bill is sent to a congressional committee.
    c. A bill goes to the House of Representatives to be voted on.
    d. A bill goes to the Senate to be voted on.
    e. A bill that passes both houses goes to the President to be signed.

Answer the following True-False questions. They are about the judicial branch of the government.

1. true There are three types of courts in the judicial branch.

2. true Federal courts decide if a law is constitutional or not.

3. false Federal courts will not settle arguments between states.

4. false District Court is the highest court in the land.

5. true The final decision in a case is usually made by the U.S. Court of Appeals.

6. true The highest court in the land is the Supreme Court.

7. false There are 12 justices on the Supreme Court.

8. true The Chief Justice of the court often breaks a tie in the voting.

9. true The Supreme Court only hears cases that affect many people.

10. false A ruling by the Supreme Court does not become the law of the land.

REVIEW

Fill in the blanks with the correct word or statement from the following list.

Constitution
Bill of Rights
amendment
President
Congress

Supreme Court
citizens
Judicial
Legislative
Executive

1. amendments are changes made to the Constituion.

2. The Judicial branch of the government tells us what the laws mean.

3. Congress makes up the legislative branch of the government.

4. The Bill of Rights tells us the rights we are guaranteed by the Constitution.

5. The President is the head of the executive branch of the government.

6. All people born in the U.S. are citizens.

7. The Constitution tells us what laws can be made and what rights people have.

8. Laws are made by the legislative branch.

9. The Supreme Court is the highest court in the United States.

10. Laws are carried out by the executive branch of the government.

Answer the following questions.

1. What is the job of the judicial branch of the government?

The judicial branch of government has the job of making sure that laws made do not go against the Constitution.

2. What is the job of the executive branch of the government?

The executive branch of government has the job of making sure laws are carried out.

3. What is the job of the legislative branch of the government?

The legislative branch of government has the job of making laws.

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STATE AND LOCAL GOVERNMENT

Instructor's Guide

STATE HIGHWAY
UNDER
CONSTRUCTION
CAUTION:
pSs
CITY
POLICE
CITY
FIRE
DEPT.
by Helen Smith

PROJECT SURVIVAL SKILLS

BY LINDA E. SCHMIDT

Fill in the blanks with the right word. The following statements are about state government and its executive branch.

1. The state government makes laws about such things as Business, education marriage, and divorce.
2. The 10th amendment of the U.S. Constitution tells what powers belong to the state governments.
3. The head person in the state executive office is the Governor.
4. The job is similar to the President's job.
5. The Governor's main helper is the Lieutenant governor.
6. The Governor's other helpers are elected by the people. They are the Secretary of State, the Attorney General, the State Treasurer, and the Comptroller.
7. The Comptroller is in charge of watching how state money is spent and making sure taxes are collected.
8. The State Treasurer pays all the state bills.
9. The Secretary of State issues drivers' licenses and license plates.
10. The Attorney General is the main law officer in the state.

The following list of steps is about a bill becoming a law in the General Assembly. The steps are not in the right order. Put the steps in the right order. Number them from 1 to 5.

3 A bill comes out of the committee. It goes to the House of Representatives.

5 If a bill passes the House and the Senate, it goes to the Governor.

2 A bill is sent to a committee.

1 A bill is introduced.

4 If a bill passes the House it goes to the Senate.

Fill in the blanks with the correct term.

The General Assembly is the name of the Illinois legislature. Its members are elected. Illinois is divided into congressional districts. Each of these elects 1 state senators and 3 state representatives.

Match the terms in Column A with the descriptions (de-scrip-tions) in Column B.

A

1. e jury
2. d Appellate Court
3. a Chief Justice
4. f Circuit Court
5. b Illinois Supreme Court
6. c verdict

B

a. The head of the Illinois Supreme Court

b. Hears only cases it decides to hear.

c. This is a decision. It involves a person being guilty or not guilty of a crime.

d. This court hears appeals from the Circuit Court

e. 12 people who decide if a person is guilty or not guilty of a crime

f. local trial court

Are the following statements true or false? Write what you think.

1. false A person registers to vote at the mayor's office.
2. true Local government provides police and fire departments.
3. false It is very difficult to talk to local government people.
4. false Local government plays a small part in your daily life.
5. true Townships keep track of people's property.
6. false A village must have at least 2,500 people.
7. true A city often has a mayor and a city council.
8. true A person may pay taxes to a special district.
9. false A person only lives in one district.
10. true The County Clerk can help you in local government problems.

Look up the number for your County Clerk's office. Your instructor will help you. Write this number down.

REVIEW

The following questions are on State and Local Government.

I. Fill in the correct work that is missing below. Choose from this list of terms.

counties
Circuit Court
Governor
Special Districts
divorce and education
city
congressional districts
Senate
Townships
committee

1. State government makes laws about divorce and education.

2. The head person in the state executive office is the Governor.

3. If a bill passes the House and Senate it goes to the Governor.

4. A bill is usually studied in a committee before it is voted on.

5. Illinois is divided into congressional districts to elect state senators and representatives.

6. The local trial court is called the Circuit Court.

7. Illinois is divided into a number of counties. These enforce state laws.

8. A city has at least 2,500 or more people living there.

9. Townships tax property.

10. Certain local matters are taken care of by special districts.

II. How can you get involved in state and local government?

A person can get involved in state and local government by voting, contacting officials on certain issues, or even running for office.

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VOTING

VOTING BOOTH

PSS

PROJECT SURVIVAL SKILLS

Have you ever voted?____________________

What did you vote for?____________________

We usually vote for two kinds of things. What are the two kinds of things we usually vote for?

1. We vote for people to hold office

2. We vote to tell people in office we want something or we don't want something.

Can you think of something that is very important to you?

Maybe it is something the government does or does not do.

Name something you might like to vote on. Discuss this with your instructor.

If the student cannot think of an issue throw out some current concerns such as a local school referendum. Can they afford more taxes? Do their children need better educational facilities?

An opinion is the way we feel about something. When we vote we say what our opinion is. This helps the people in government to know what we want. In an election, the person with a majority of the votes win. That doesn't mean the person in the minority isn't important too. Your vote is always important.

WHO CAN VOTE?

Who can vote? Well almost anyone can. The requirements (re-quire-ments) for voting are pretty simple. A person must register (reg-is-ter) to vote. That means that a person must meet certain requirements. The requirements for voting in Illinois are;

1. You must be a citizen of the United States
2. You must be 18 years old or older
3. You have to have lived in the state, county, and precinct where you are going to vote for at least 30 days.

The place to register is the Champaign County Courthouse. This is on Main Street in Urbana. You register to vote in the County Clerk's Office on the second floor. They are open from 8:00 a.m. to 4:30 p.m. Monday through Friday.

Teachers outside of Champaign County will want to provide information for their locale, similar to that above. Student version is blank.

*NOTE A person does not have to be able to read to vote. If you cannot read, someone will be there to help you vote.

List the 3 requirements for voting:

1. U. S. citizen.

2. 18 years old or older

3. Must live in state, county, and precinct for 30 days prior to election.

A. What questions will the county clerk's office ask you when you register to vote?

1. Your legal age
2. Your birth date
3. Your address
4. Your social security number

B. What is the best thing to take with you when you register to vote? A driver's license is the best.

C. You vote in every election for the President of the U.S. and you have not moved in six years. Do you have to register again? No

REVIEW

A. Decide if the following statements are true or false. Write what you decide on the blank line.

true 1. Only citizens can vote.

false 2. Voting is only important if the person you vote for wins.

false 3. A person must be 21 years old to vote.

true 4. Voting is a way of letting people in the government know how you feel.

true 5. You must have some proof of your age to register to vote.

false 6. A person must be able to read to vote.

true 7. If you move you must register again.

false 8. The County Courthouse is in downtown __________. *

true 9. A person must live in the state, county and precinct for at least 30 days before he/she can register to vote.

true 10. The county clerk's office in the __________* County Courthouse is where you must go to register.

B. Are you registered to vote now?

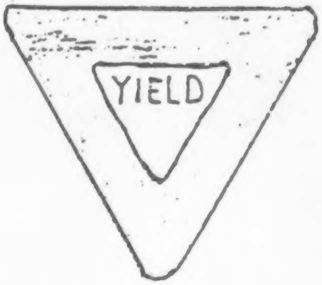
If your answer was "no" do you feel you want to register to vote now after doing this unit?

Discuss this with your instructor.

* Instructor should fill in these blanks with names appropriate to the locale.

INSTRUCTOR'S GUIDE

GETTING A DRIVER'S LICENSE



BY DOROTHEA B. STEVENS

PROJECT SURVIVAL SKILLS

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General Information Questions

Answer the following questions. Use your own ideas and the written material from "General Information".

1. What must you have to legally drive in Illinois?
   driver's license or instruction permit

2. Who must accompany (ac-com-pa-ny) (go with) you while you learn to drive? a person who has had a driver's license for one year or more

3. What 6 requirements must you meet before you can receive a driver's license? (see pages 3+4)

4. The Driver's Examination has what 3 parts?
   written exam
   vision test
   driving test (on the road)

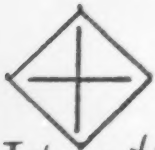
Traffic Sign Questions

Answer the questions using your own ideas and the information titled "Traffic Signs".

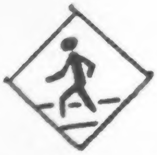
1. To drive safely you need to know certain signs by their shape and color. What do these mean?

Red octagon - 8 sides Stop
Red triangle - 3 sides Yield
Yellow diamond - 4 sides Warning
Orange diamond - 4 sides Construction
Pentagon - 5 sides School
Yellow round Railroad Crossing
Pennant - 3 sides No passing

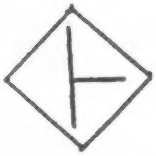
2. You must know some warning signs by their markings or pictures. What do these mean?



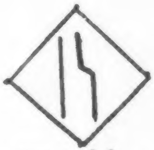
Intersection
Crossroad



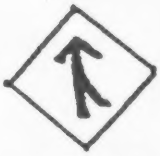
Crosswalk



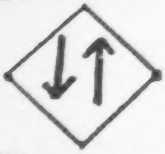
Sideroad



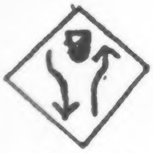
Traffic lanes
merge



Traffic lanes
merge



Two-way
traffic



Divided
highway

Traffic Signals & Markings Questions

Answer these questions with your own ideas and using the information on the following page.

1. The traffic light turns red. Where must you stop?
   Behind the stop line or crosswalk.

2. What does the yellow traffic light mean?
   Get ready to stop.

3. Then green light comes on. When may you go ahead? What must you do first? When it is safe.
   First yield right of way to pedestrians and vehicles in the intersection.

4. What does a flashing red light mean?
   Same as a stop sign.

5. What does a flashing yellow light tell you to do?
   Slow down and drive carefully.

6. What is a broken yellow line (dashes) used for on the street?
   Divides a road with two lanes.

   A double solid yellow line?
   Center of a road with four or more lanes.

   A broken white line?
   Separates lanes of traffic going in the same direction.

7. A road with four or more lanes is marked in the center with a double yellow line. Are you permitted to cross these lines?
   Only to make a turn or get on the street.

8. What is a stop line?
   White line painted across the street before a crosswalk.

SAFETY RULES QUESTIONS

Answer these questions as well as you can. Use the information from "Safety Rules" where necessary.

1. Your car starts to skid. How should you turn the front wheels to get control? Steer in the direction of the skid.

2. How should you brake during a skid?

   Do not slam on the brake.

3. There is a sharp curve ahead. Should you slow down before reaching it or wait until you get into it?

   before

4. The right front wheel of your car drops off the pavement of the road onto the shoulder. How should you use the a) brakes b) steering wheel c) gas pedal? c) gas pedal - take foot off b) grip steering wheel firmly a) brake carefully, not hard

5. Your car runs off the pavement. How can you get back on safely?

   Same as #4

6. You have a blowout. How can you use the a) brakes, b) steering wheel and gas pedal to stop safely? a) do not brake b) grip steering wheel firmly c) ease of gas - coast to a stop

7. How should you drive when there is snow, ice or rain on the road? Slow down.

8. When is the road on a bridge or overpass dangerous?

   in snow, ice or rain - during or after bad weather

9. What is the safest speed at which to drive?

   average of what the other traffic is doing

MORE QUESTIONS

1. How far should you drive from the car in front of you? 1 car length for every 10 miles of speed.
2. What is the safe way to find out how fast your car can stop? In a safe place, test it at various speeds.
3. What do you do to get onto the expressway (freeway) safely? see below
4. Why do drivers of cars not see motorcycles in oncoming traffic? (see below)
5. What is the safe distance between a car and motorcycle?

   farther than for a car

#4. They are small

#3. a) look for an opening in traffic
b) speed up to speed of traffic
c) merge into the opening

Traffic Law Questions

Answer the questions with your ideas and the following "Traffic Laws" information.

1. What is the speed limit (unless posted):

    on city streets 30 mph

    on rural highways 55 mph.

2. When must you slow down below the speed limit for safety?
intersection, curve, hill, bad weather, danger

3. The speed limit is 55. You are driving at 40. Why may you be breaking the law? There may be a minimum speed.

4. Can you break the speed law by driving too slowly? Yes

5. There are no traffic signals at this intersection. Do pedestrians have the right-of-way here in:

    a marked crosswalk? Yes

    an unmarked crosswalk? Yes

6. Does a driver turning at an intersection have the right-of-way over pedestrians? No

7. You come to a stop sign. Where must you stop? What must you do before going on? behind the stop line or before the crosswalk - wait until clear

8. There are no stop signs or traffic signals at an intersection. Two cars arrive at the same time. Who goes first?
the one on the right

9. What must you do when you come to a yield sign?
Slow down + give right-of-way to oncoming traffic

10. You come to a merge traffic sign. What do you do?
Speed up or slow down to blend with traffic

11. The traffic light turns green. What do you do before going?
Yield to autos + people in intersection

12. When is passing forbidden?
see page 18.

13. A driver is in the intersection waiting to make a left turn. The light turns red. What should be done?
Driver should complete the turn.

14. There are many lanes of traffic in one direction. When do you use the left lane? To pass or make a left turn

15. When do you signal before making a turn in a business district? 100 ft. before the turn

a residential area? 100 ft. before the turn

other areas? 200 ft. before the turn

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More Questions

1. Must you use a turn signal before changing lanes?

   Yes

2. What do you do when making a left turn?

   Slow down; signal; move to left turn lane.

3. A school bus is stopped facing your direction. Should you stop? Yes

4. You start to drive out of an alley, private road or driveway. What should you do? Stop behind sidewalk or walkway. Check for traffic & people.

5. When can you open a car door into the roadway?

   when no traffic is coming

6. A car is stopped at a crosswalk for a pedestrian. You pass the car. Have you made an illegal move? Yes

7. When should you slow down for a school zone?

   On school days when children are present

8. Four cars arrive at a four-way stop at the same time. Who has the right-of-way? Driver who stops first

9. There is a barrier in the right half of the roadway. Are you permitted to drive on the left half of the road? Yes, when traffic clears there

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Accidents and Prevention Questions

Answer the following questions in your own words. Use "Accidents and Prevention" information where needed.

1. What must you do if you are involved in an accident?

(See page 22, first paragraph)

2. What 3 things must be done in accidents with injuries or damages of more than $100?

1) Call police
2) ask police if written report is needed
3) get report form from officer + return it in 10 days.

3. You damage an unattended (no one in there) car or property What should you do?

Leave a note with name, address + license number. Call police.

4. List the penalties for leaving the scene of an accident.

Jail for 30 days to 1 year
Up to $1,000 fine
Loss of license

5. What is the Illinois law about injury or property damage of more than $250.

Drivers involved must have proof of insurance coverage or put up security.

6. What kind of mind and body problems cause accidents?

use of alcohol + drugs
emotional upsets + being tired

7. What is the penalty for drunk (intoxicated) driving?

Loss of license
Jail up to one year + up to $1,000 fines

8. What is "implied consent?"

If you drive in Illinois you agree to take a breath test if a police officer asks you to.

9. Why is the breath testing device used?

Measures how much alcohol is in the blood.

More Questions

1. Must a driver take a breath test if asked to by a police officer? Can talk to a lawyer first

2. What happens if a driver refuses to take the breath test?
Lose license for three months.

A driver may refuse to take the breath test. The driver can talk to a lawyer before taking the test and can have another test run by someone else if the driver pays for it.

A driver that refuses to take any breath test will lose his/her license for 3 months. This happens if it is the first time a person is picked up for a breath test. This person can ask for a hearing within 28 days. A person who has done this more than once in a 5 year period can lose their license for 6 months.

NECESSARY CAR EQUIPMENT QUESTIONS

Answer these questions using your ideas and the information "Necessary Car Equipment".

1. What must car condition be according to Illinois law?

safe to drive

2. When should headlights be lighted?

when visibility is limited

3. Headlights must be dimmed at what distance from an oncoming car? From the car in front of you?

500 ft.

300 ft.

4. Is it legal to drive after dark with parking lights only?

No

5. How many taillights are necessary by law?

2

6. Do you need a stop light on your car?

Yes - one

7. Must your car have electric turn signals?

Yes

8. How fast should the brakes stop your car?

Car going 20 mph should be able to stop in 30 ft on a dry road

9. When can you use your horn?

only when needed

10. Is it legal to have a noisy muffler?

No

11. Must you have a rearview mirror?

Yes

12. What is the seat belt law?

must be on all cars built in 1961 or later.

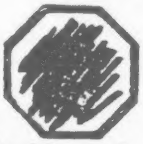
13. Do you need windshield wipers by law?

Yes

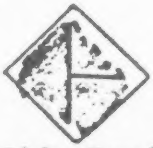
Passing is 70%
42/60 correct

TEST

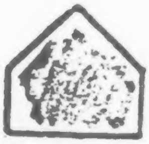
I. What do these signs mean? Circle your answer. Ask for colored in Sign Cards if you need them.



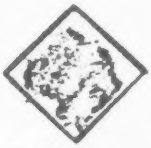
A.
1. Railroad Crossing
*2. Stop
3. Caution
4. Slow



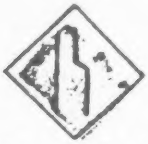
B.
*1. Side Road
2. Merging Traffic
3. Divided highway
4. Barricade ahead



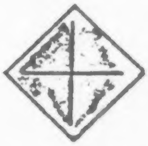
C.
1. Warning
*2. School Zone
3. Yield
4. Merging Traffic



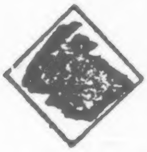
D.
1. Yield
2. Stop
*3. Warning
4. Railroad Crossing



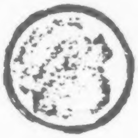
E.
*1. Merging traffic
2. Construction Zone
3. Pavement Ends
4. Barricade Ahead



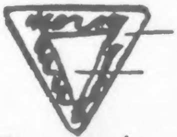
F.
1. Road Ends
2. Merging Traffic
*3. Crossroad
4. Railroad Crossing



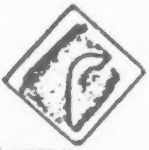
G.
1. Stop ahead
*2. Road Construction
3. Expressway Ends
4. Yield



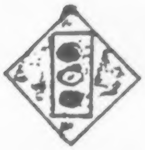
H.
1. Stop
*2. Railroad Crossing
3. Slow
4. School Crossing



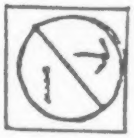
I.
1. No passing zone
2. Hospital zone
3. Construction zone
*4. Yield



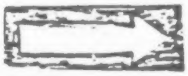
J.
*1. Curve
2. Right turn only
3. No left turn
4. Side Road



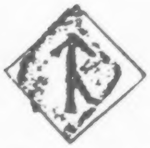
K.
1. Stop ahead
2. Intersection
3. Yield
*4. Signal ahead



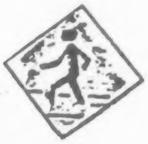
L.
1. No left turn
*2. No right turn
3. Curve
4. Do not enter



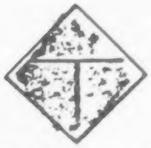
M.
1. Keep right
2. Do not enter
*3. One way
4. Right turn only



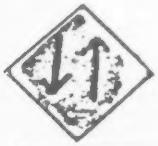
N.
1. Curve ahead
*2. Merging traffic
3. Two-way traffic
4. One way



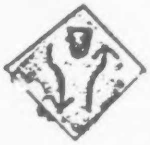
O.
1. Yield
*2. Pedestrian Crossing
3. Speed zone
4. School zone



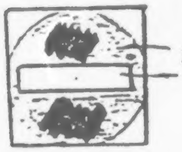
P.
*1. T-intersection
2. Side road
3. Lane ends
4. Crosswalk



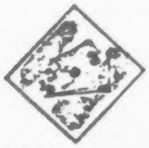
Q.
1. One way
*2. Two-way traffic
3. Divided highway
4. Do not pass



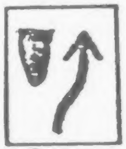
R.
*1. Two-way traffic
2. Merge right
3. Divided highway
4. Expressway ends



S.
1. Yield
2. Wrong way
3. Stop
*4. Do not enter



T.
1. Slippery road
2. Truck crossing
*3. Hill
4. Narrow road



U.
1. Curve
*2. Keep right
3. Lane ends
4. One-way traffic

II. Circle your answer.

1. What does a flashing red light mean? You are driving up to one. What does it tell you to do?
   a. Slow--Caution. There is a hazard ahead.
   b. Stop and wait for the green signal.
   c. There is a stop signal coming up ahead.
   [✓ d.] It means the same thing as a stop sign.

2. What is a good rule to follow to make sure you are keeping the proper distance between you and the car in front of you?
   a. Keep a distance of two car lengths for every 10 m.p.h. of speed.
   b. Maintain a distance of at least 100 feet.
   [✓ c.] Note where the car ahead of you is, and make sure you take at least 2 seconds to reach that point.
   d. If you can read the license plate, you are following too closely.

3. When are broken white lines used on streets and highways?
   a. To indicate a no-passing zone.
   b. As the center line on 2-lane roads.
   [✓ c.] To divide traffic moving in the same direction on 4-lane roads.
   d. As a stop line, to indicate where a car should stop (at a stop sign, for instance).

4. What is the safest speed to drive on any road or highway?
   a. Speed limit.
   b. Slightly below the speed limit.
   [✓ c.] At the speed of the other traffic, if it is not over the speed limit.
   d. At the speed at which you can safely stop in an emergency.

5. You are approaching an intersection with a stop sign. It has no crosswalk or white stop line. Where should the front of your car stop?
   a. Even with the stop sign.
   b. 10 feet behind the stop sign.
   [✓ c.] Behind the crossroad where the cross traffic is visible.
   d. Even with the crossroad.

6. What is the speed limit on an unposted rural (country) road?
   a. 50 m.p.h.
   [✓ b.] 55 m.p.h.
   c. 65 m.p.h.
   d. 70 m.p.h.

7. You are driving along the highway at highway speed. Your right wheel drops onto the soft shoulder. What is the proper thing to do?
   a. Apply the brakes.
   b. Cut the wheel and get back in the road immediately.
   [✓ c.] Grip the wheel tightly and allow the car to slow down.
   d. Steer right and go off the roadway completely. Then, re-enter when it is safe.

8. A 4-lane road has traffic moving in both directions. What is the center line?
   a. One single solid yellow line.
   b. One single solid white line.
   c. Broken white lines.
   [✓ d.] Two solid yellow lines.
   e. Broken yellow lines.

9. Can you ever get a ticket for driving too slowly?
   [✓ a.] Yes
   b. No

10. When are motorcycles required to obey traffic laws in the same way that cars are?
   [✓ a.] At all times.
   b. Only when other traffic is present.
   c. Only on major roads.
   d. Only when the bike is larger than 150 cc.

11. You have to go around the car by crossing over into the lane of approaching traffic. How fast should you pass the other car? What is the proper way to pass on a 2-lane road?
   [✓ a.] Go around the other car and get back in your lane as fast as you can, but don't go faster than the speed limit.
   b. Pass at 55 m.p.h.
   c. Pass at slightly over the speed limit.
   d. Pass at a speed slightly faster than the other car.

12. What does a flashing yellow light mean?
   a. You are at a 4-way stop.
   b. The light will soon change to red.
   [✓ c.] Slow down and go ahead with caution.
   d. Make a complete stop.

13. Suppose the speed limit is 50 m.p.h. You are going 40 m.p.h. Could you ever get a ticket for speeding?
   a. No, never. You are always okay if you are not going faster than the speed limit.
   [✓ b.] Yes, you could get a ticket if you are driving too fast for conditions.

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14. You are driving down a 4-lane road with 2 lanes of traffic in each direction. The center of the roadway is marked with a double yellow line. When are you permitted to cross the double yellow line?
a. Never
b. When your lane is blocked.
c. Only in an emergency.
[✓ d.] When you are turning left into a driveway or anything else!

15. What is the usual speed limit in cities, unless otherwise posted?
a. 20 m.p.h.
b. 25 m.p.h.
[✓ c.] 30 m.p.h.
d. 40 m.p.h.
e. 55 m.p.h.

16. You are about to enter the intersection. The traffic signal changes from green to yellow. What should you do?
a. Stop as quickly as you can.
[✓ b.] Maintain a constant speed through the intersection, as long as you don't enter after the light turns red.
c. Speed up to avoid entering before the light turns red.
d. Slow down, sound your horn, and proceed through carefully.

17. Two cars approach an intersection from different directions. The intersection has no traffic signals, stop signs, or other controls. Which car has the right-of-way?
a. Car on the left.
[✓ b.] Car on the right.
c. Car going the fastest.
d. First car to sound the horn.

18. You are stopped at a stop sign waiting for the through traffic. A bicycle is approaching. Do you have to yield the right of way to the bicycle?
[✓ a.] Yes
b. No

19. Now suppose you are a bicycle rider. You are approaching a stop sign. Can you go through without stopping, as long as you don't interfere with traffic?
a. Yes
[✓ b.] No

20. You are at an intersection waiting to make a left turn. Before you can start the turn, the light turns yellow, then red. What should you do?
a. Remain still until the next green light.
b. Back up to behind your light.
c. Go straight and turn at the next corner.
[✓ d.] Complete your turn when the traffic clears.

21. When you are on a 2-lane road and there is a single solid yellow line on your side of the center line...
a. You must not park near the line.
[✓ b.] You must not cross the yellow line to pass another car.
c. You must slow down in this area.
d. You must be careful of road construction.

22. You are stopped at an intersection in town waiting for a red light. The signal turns green. When may you proceed?
a. Immediately.
b. When you think it is safe.
[✓ c.] After yielding the right-of-way to other traffic and pedestrians in the intersection.
d. When you are ready.

23. Suppose you are driving on an icy road. The rear of your car starts to skid to the right. What should you do?
a. Step on the brakes right away.
[✓ b.] Turn your front wheels in the direction of the skid.
c. Steer off the road and let the car slow down.
d. Turn your front wheels in the opposite direction of the skid.

24. You are entering an expressway or interstate road with a controlled access. What is the proper thing to do to enter the expressway from an entrance ramp?
a. Stop and yield to the traffic on the expressway.
b. Slow down and enter with caution.
[✓ c.] Match the speed of the expressway traffic.
d. Merge left and sound your horn.

25. The situation is reversed now. You are driving down the expressway in the righthand lane and you see a MERGE sign. The traffic is entering from your right.
[✓ a.] Adjust your speed to avoid a collision.
b. Maintain a constant speed.
c. Sound your horn to warn other cars.
d. Slow down; proceed with caution.

26. When is a broken yellow center line (dashes) used on streets or highways?
a On one-way streets.
b. On roads with 4 or more lanes.
c. In a no-passing zone.
[✓ d.] On 2-lane roads.
e. At curves.
f. Before railroad crossings.

27. You want to make a turn. You must signal your turn by using...
a. Electric (flashing) turn signals.
b. Hand and arm signals
[✓ c.] Either electric turn signals or hand and arm signals.
d. Both electric turn signals and hand and arm signals.

28. You are making a turn in a business or residential district. When do you signal for the turn?
a. When there are other cars behind you.
b. At least 50 feet before turning.
c. Just as you start to make the turn.
[✓ d.] At least 100 feet before turning.

29. What is the usual school speed limit?
a. 40 mph
b. 15 mph
[✓ c.] 20 mph
d. 10 mph

30. You are approaching a railroad crossing and the red lights are flashing. When is it unnecessary to come to a stop?
a. When no train is approaching.
b. When the other traffic is ignoring the lights.
c. When you can cross ahead of the train (beat the train across).
[✓ d.] Never.

31. You are driving on the highway. Your car suddenly has a blowout. What should you do?
a. Quickly apply the brakes.
b. Turn onto the shoulder of the road as soon as possible.
[✓ c.] Grip the steering wheel, let the car slow down, and then steer it off the road.
d. Step on the gas until you can bring the car under control.

32. You are changing lanes. Do you have to give a turn signal?
[✓ a.] Yes
b. No

33. You are driving with your bright lights on. You must dim your lights...
a. At least 200 feet before meeting another vehicle.
b. At least 400 " " " " "
[✓ c.] At least 500 " " " " "
d. At least 1000 " " " " "

34. On a 2-lane road you see a school bus with its red warning lights flashing. The bus stops to let children on or off. You must...
a. Come to a complete stop, then pass the bus carefully.
b. Slow down, sound your horn, and pass the bus with caution.
[✓ c.] Stop your car before reaching the bus.
d. Wait until the children are off the road before you go around the bus on the left.

35. When don't pedestrians have the right-of-way?
a. When they are crossing at an unmarked crosswalk.
b. When you have the green light.
[✓ c.] When they are not crossing at intersections or at marked crosswalks.
d. When they are crossing a road into which you are making a left turn.

36. The minimum speed limit is...
   a. The fastest speed you can go.
   [✓ b.] The slowest speed you can go.
   c. The school zone speed limit.
   d. The speed for emergency vehicles.

37. When can you disobey signs, signals, or rules of the road?
   a. Never.
   b. Only in an emergency.
   c. When there is no other traffic around you.
   [✓ d.] When a police officer tells you to.

38. You are completing a right turn into a four-lane two-way road. You must always...
   a. Come to a complete stop.
   b. Move to the left lane of the road you are entering.
   c. Use the shoulder of the road.
   [✓ d.] Make the turn in such a way as to end up in the right-hand lane of the road into which you turned.

39. The average stopping distance from a speed of 50 m.p.h. on dry pavement is:
   [✓ a.] 150 feet
   b. 250 feet
   c. 350 feet
   d. 450 feet